

Approval of Transfer Inquiry

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your inquiry regarding your transfer to [New Department/Location] has been approved. We appreciate your contribution to [Current Department] and believe that this transfer will provide you with new opportunities for growth and development.

Your transfer will be effective as of [Transfer Effective Date]. Please coordinate with your current supervisor to ensure a smooth transition.

If you have any questions or require further assistance, feel free to reach out.

Congratulations on your new role!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]