

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Acceptance of Internal Job Transfer Offer

Dear [Manager's Name],

I am writing to formally accept the internal transfer offer for the position of [New Position Title] in the [New Department/Team] effective [Start Date]. I am grateful for the opportunity and excited to take on new challenges in this role.

Thank you for your support during this transition. I look forward to contributing further to our organization's success.

Best regards,

[Your Name]

[Your Current Position]