

**Dear [Manager's Name],**

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for the opportunity to transfer to the [New Position Title] position in [New Department/Team]. Receiving the offer has truly made my day, and I appreciate the trust you have placed in me.

This new role represents a significant step in my career, and I am excited about the challenges and opportunities that lie ahead. I am committed to contributing my best to the team and helping achieve our departmental goals.

Thank you once again for your support and for believing in my potential. I look forward to working closely with you and the team in this new capacity.

Warm regards,

[Your Name]

[Your Current Position]

[Your Contact Information]