

# Internal Transfer Job Offer Confirmation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm your internal transfer to the position of [New Job Title] in the [Department Name] team, effective [Start Date].

This position includes the following responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your new compensation package will be as follows:

- Salary: [New Salary]
- Benefits: [List Benefits]

We believe that your skills and expertise will be a great addition to our team, and we look forward to your contributions in this new role.

Please sign and return this letter to confirm your acceptance of the internal transfer offer.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]