

Internal Transfer Job Offer

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to offer you an internal transfer to the position of [New Job Title] in the [New Department Name], effective [Start Date]. This change has been discussed and approved by your current manager, [Current Manager's Name], as well as your future manager, [Future Manager's Name].

Your responsibilities in the new position will include:

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

Please note, your salary will be adjusted to [New Salary] and all other benefits will remain the same according to company policies.

We believe this transfer will enable you to further develop your skills and contribute to [Company Name] in a new capacity. We look forward to seeing you thrive in your new role.

To accept this offer, please sign and return a copy of this letter by [Acceptance Deadline]. If you have any questions, feel free to reach out.

Congratulations on your new position!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]