

Internal Transfer Job Offer

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Internal Job Transfer Offer

Dear [Employee Name],

We are pleased to inform you that we would like to offer you an internal transfer to the position of [New Job Title] in the [New Department Name]. This opportunity reflects our confidence in your abilities and commitment to the company.

As [New Job Title], your responsibilities will include:

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

Your new reporting manager will be [Manager's Name], and your anticipated start date in this role will be [Start Date]. Your salary will be adjusted to [New Salary] in line with the new position responsibilities.

Please confirm your acceptance of this transfer by [Response Deadline]. We are excited to see you in your new role and are confident that you will excel in your new responsibilities.

Should you have any questions, feel free to reach out.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]