

Interdepartmental Transfer Clarification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Department Name]

Dear [Recipient's Name],

I am writing to clarify the interdepartmental transfer process regarding our departmental needs. As discussed in our recent meeting, [Briefly describe specific needs or concerns related to the transfer].

It is essential that we ensure a smooth transition for both departments. To support this, we need to address the following points:

- Clarification of the timeline for the transfer.
- Necessary training and support for the transferring employee.
- Any changes to project responsibilities during the transition.

We appreciate your cooperation and look forward to your prompt response to facilitate this process. Please feel free to reach out to me at [Your Contact Information] for any further discussion.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Department]
[Your Contact Information]