

Internal Transfer Acceptance Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acceptance of Internal Transfer

Dear [Employee's Name],

We are pleased to inform you that your request for an internal transfer to the [New Department/Position] has been approved. We appreciate your contributions to the [Current Department/Position] and are excited for your new role starting on [Transfer Start Date].

Please coordinate with [New Supervisor's Name] to discuss your transition and any training that may be required. We look forward to seeing your continued success in the new position.

Thank you for your hard work and dedication.

Best regards,

[Your Name]

[Your Position]

[Company Name]