

# Letter of Appreciation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Appreciation for Your Internal Job Transfer

Dear [Employee's Name],

I would like to take this opportunity to express my heartfelt appreciation for your outstanding contributions during your time in [Current Department/Position]. Your dedication, hard work, and professionalism have significantly impacted our team's success.

Your internal transfer to [New Department/Position] is well-deserved, and I have no doubt that you will continue to excel and bring your unique skills to your new role. We are confident that you will make a positive difference in your new team, just as you have here.

Thank you once again for your service and commitment. We wish you all the best in this new chapter of your career.

Sincerely,

[Your Name]

[Your Position]

[Your Company]