

# Internal Transfer Confirmation Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Department: [Current Department]

Subject: Confirmation of Internal Transfer

Dear [Employee's Name],

We are pleased to confirm your transfer to the [New Department] effective [Transfer Date]. This decision has been made as part of our commitment to your career growth and development within the organization.

Your new role as [New Job Title] will involve [brief description of responsibilities]. Please report to [New Supervisor's Name] on your first day to discuss your new responsibilities and expectations.

If you have any questions or need assistance during this transition, please feel free to reach out to me.

Congratulations on your new position!

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]