

Congratulations on Your Successful Internal Transfer!

Dear [Employee's Name],

We are thrilled to congratulate you on your successful transfer to the [New Position] in the [New Department] team! Your hard work and dedication have truly paid off, and we are excited to see you thrive in this new role.

Your experience and skills will undoubtedly contribute greatly to your new team, and we have no doubt that you will continue to excel and make an impact.

Once again, congratulations! We look forward to celebrating this new chapter in your career.

Best wishes,

[Your Name]

[Your Position]

[Company Name]