

Internal Transfer Acceptance Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor's Name]

Subject: Acceptance of Internal Transfer

Dear [Employee Name],

We are pleased to inform you that your application for an internal transfer to the position of [New Position] in the [New Department/Team] has been accepted.

Your new role will commence on [Start Date]. We believe that this transition will be beneficial for both your professional growth and our team's success.

Please feel free to reach out if you have any questions or need further information as you prepare for your new position.

Congratulations on your new role!

Best regards,

[Your Name]

[Your Title]

[Company Name]