

# Recognition of Internal Transfer

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Acknowledgment of Internal Transfer

Dear [Employee's Name],

We are pleased to officially recognize your acceptance of the internal transfer to the [New Position] in the [New Department] effective [Start Date]. This new role is a testament to your hard work and dedication to our organization.

Your contributions in your previous position have been invaluable, and we are excited to see the impact you will bring to your new team. We have no doubt that you will continue to thrive and excel in this new capacity.

Please feel free to reach out if you need any assistance during this transition. We wish you all the best in your new role!

Warm regards,

[Your Name]

[Your Position]

[Company Name]