

Authorization for Intra-Company Transfer

Date: [Insert Date]

To Whom It May Concern,

This letter serves as formal authorization for [Employee's Name], currently employed as [Current Position] in [Current Department] at [Current Location], to transfer to [New Position] in [New Department] at [New Location] effective from [Effective Date].

[Employee's Name] has demonstrated exceptional performance in their current role and is well-suited for this opportunity in the new department. We believe that this transfer will benefit both the employee's career development and our organization as a whole.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information regarding this transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]