

[Your Name]

[Your Position]

[Department]

[Company Name]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department]

[Company Name]

Dear [Recipient's Name],

Subject: Approval for Inter-Office Transfer

I am writing to formally approve your request for an inter-office transfer from [Current Department] to [New Department], effective [Start Date]. This decision is based on your strong performance and the potential benefits to both your career development and our team.

Please ensure that all necessary transitions and handovers are completed by [Transition Deadline]. I trust that you will continue to contribute positively to [New Department] and uphold the high standards expected of you.

Should you have any questions or require further assistance during this transition, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Department]