

Inter-Company Transfer Approval Letter

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

From: [Manager's Name]

Subject: Approval of Inter-Company Transfer

Dear [Employee's Name],

We are pleased to inform you that your request for an inter-company transfer from [Current Department] to [New Department] within [Company Name] has been approved. Your new position will be [Job Title] starting on [Start Date].

We believe this transfer will be beneficial for both your career development and our organization. Please liaise with your current and new managers to ensure a smooth transition.

Congratulations on this new opportunity! If you have any questions, feel free to reach out.

Best regards,

[Manager's Name]
[Manager's Position]
[Company Name]