

Organizational Transfer Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Notification of Organizational Transfer

Dear [Employee's Name],

We are writing to formally notify you of your transfer from your current position in the [Current Department Name] to the [New Department Name]. This decision has been made as part of our ongoing efforts to align skills and organizational needs.

Your new role will take effect on [Effective Date], and you will report directly to [New Supervisor's Name]. We believe that this new position will enable you to further develop your skills and contribute to the company's success.

Please make the necessary preparations to transition your current responsibilities and collaborate with your supervisor to ensure a smooth handover.

If you have any questions regarding this transfer, feel free to reach out to me directly.

Thank you for your continued dedication and service to [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]