

# Internal Job Transfer Offer Letter

Date: \_\_\_\_\_

To,

**Employee Name:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

Dear \_\_\_\_\_,

We are pleased to offer you an internal job transfer within **[Company Name]**. The details of your new position are as follows:

- **New Position:** \_\_\_\_\_
- **Department:** \_\_\_\_\_
- **Location:** \_\_\_\_\_
- **Reporting Manager:** \_\_\_\_\_
- **Effective Date:** \_\_\_\_\_
- **Salary/Compensation:** \_\_\_\_\_

Your employment terms and conditions will remain the same unless otherwise communicated. Please contact HR if you have any questions regarding this transfer.

Please sign below to indicate your acceptance of this internal job transfer.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
HR Representative

Date: \_\_\_\_\_