

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: _____