

[Company Name]
[Company Address]
[City, State, ZIP]

[Date]

[Employee Name]
[Employee Position]
[Department]
[Employee Address, if applicable]

SUBJECT: HR DEPARTMENT TRANSFER ACKNOWLEDGMENT LETTER

Dear [Employee Name],

This letter serves as formal acknowledgment of your transfer within [Company Name], effective [Effective Date]. You are being transferred from [Current Department] to [New Department] and your new position will be [New Position], reporting to [New Supervisor or Manager Name].

We appreciate your contributions to [Current Department] and trust that you will bring the same level of dedication and professionalism to your new team. Please ensure that all outstanding responsibilities are completed prior to your transfer date, and coordinate with your current and new supervisors to facilitate a smooth transition.

Should you have any questions about your new role or the transfer process, please feel free to contact the HR Department.

We wish you success in your new position.

Sincerely,

[HR Manager Name]
[HR Manager Title]
[Contact Information]