

Company Name
Company Address Line 1
Company Address Line 2

Date: _____

Subject: Interdepartmental Assignment Confirmation Letter

To,
[Employee Name]
[Employee Position]
[Department]

Dear [Employee Name],

We are pleased to confirm your assignment to the [New Department] effective from [Start Date]. This reassignment is part of our ongoing efforts to optimize departmental efficiency and better utilize your expertise.

During this period, your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your reporting manager will be [Manager Name], [Manager Position]. All other terms and conditions of your employment shall remain unchanged.

Kindly acknowledge receipt and acceptance of this confirmation letter by signing below.

Sincerely,

[Authorized Personnel Name]
[Designation]