

[Your Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, ZIP Code]
[Phone Number]
[Email Address]

Date: [MM/DD/YYYY]

To,
[Recipient Name]
[Recipient Title/Position]
[Department/Branch]
[Company Name]
[Recipient Address Line 1]
[City, State, ZIP Code]

Subject: Approval of Company Transfer Request

Dear [Employee Name],

We are pleased to inform you that your request for transfer from [Current Department/Location] to [New Department/Location] has been reviewed and duly approved by the management.

Your new assignment will commence on [Effective Date]. Please ensure all necessary handover procedures are completed prior to your relocation, and coordinate with your department head regarding the transition process.

We appreciate your dedication and wish you success in your new role. Should you have any questions or require further assistance, please reach out to the HR department.

Congratulations on your transfer.

Sincerely,

[Your Name]
[Your Title/Position]
[Company Name]