

# Staff Internal Transfer Letter

[Date]

**To:**

[Employee Name]

[Current Department]

[Company Name]

Dear [Employee Name],

We are pleased to inform you that, effective [Effective Date], you will be transferred from your current position as [Current Position] in the [Current Department] to the position of [New Position] in the [New Department].

This transfer is part of our ongoing efforts to optimize our team's structure and to align your skills and career growth with organizational needs.

Your salary, benefits, and other terms of employment will remain the same [or, outline any changes]. Please report to [New Supervisor/Manager Name] on your first day in the new department. Should you have any questions regarding this transfer, please feel free to contact HR.

We appreciate your continued contribution and commitment to [Company Name]. We wish you all the best in your new role.

Sincerely,

**[Manager's Name]**

[Manager's Title]

[Department]

[Company Name]

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

**[HR Representative Name]**

[HR Title]

[Company Name]

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

**Acknowledged by:**

**[Employee Signature]**

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