**

**Employee Departmental Transfer Letter Template**

**[Your Company Letterhead]**

**[Date]**

**To:** [Employee's Name]  
**From:** [HR Manager's Name]  
**Subject:** Departmental transfer confirmation

Dear [Employee's Name],

We are pleased to inform you that your request for a departmental transfer has been approved, effective [effective date]. After careful consideration of your skills, experience, capacity availability, and the needs of the organization, we believe this move will be the best course of action.

**Transfer Details:**

* **Current department:** [Current department]
* **New department:** [New Department]
* **New reporting manager:** [New Manager's Name]
* **New job title** **(if applicable):** [New job title]
* **Effective Date:** [Effective date]

As part of this transition, you are expected to coordinate with both your current and new managers to ensure a smooth handover of responsibilities. Please connect with [New Manager's Name] to discuss your new role, responsibilities, and any necessary onboarding or training.

We appreciate your hard work and dedication and are confident that you will bring the same level of commitment and excellence to your new department. Should you have any questions or require further assistance, feel free to reach out to the HR department.

Congratulations on your new role! We wish you success in your new position and look forward to your continued contributions to [Company Name].

Best regards,

[Your Name]  
[Your position]  
[Company Name]  
[Company contact information]