Sample Job Transfer Approval Letter

[Your Name]

[Your Title]

[Human Resources Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Job Transfer Approval

I am writing to inform you that your request for a job transfer to the [New Position/Department] has been approved. Your experience and skills make you a valuable asset to our organization in your new role.

Please review the attached job transfer approval details, including start date, reporting structure, and any relevant training or orientation. If you have any questions or need further information, please do not hesitate to contact our HR department.

We appreciate your dedication and flexibility in taking on this new opportunity.

Best regards,

[Your Name]

[Your Title]