## **Informal Transfer Email**

Subject: Transfer Notification

Hi [Employee Name],

I wanted to inform you that your transfer to [New Department/Location] will take effect on [Date].

Congratulations on this new assignment! Please reach out if you have any questions about the transition process.

Best,

[Manager Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/company-transfer-letter">https://www.lettersandtemplates.com/letters/company-transfer-letter</a>