

Job Transfer Following Promotion Letter

Subject: Transfer Following Promotion

Dear [Manager/HR Name],

I am pleased to accept the recent promotion to [New Position]. Accordingly, I request a transfer to [New Department/Location] to commence my new responsibilities effectively.

I am eager to contribute positively in my new role and appreciate your guidance during this transition.

Sincerely,

[Your Name]

[Previous Position]

[Department]

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