

Job Transfer Due to Department Restructuring Letter

Subject: Departmental Transfer Notification

Dear [Employee Name],

As part of the recent departmental restructuring, you are being transferred from [Current Department] to [New Department] effective [Date]. This change aligns with the company's operational requirements.

Please coordinate with both departments for a smooth handover. Your cooperation is appreciated.

Sincerely,

[Manager/HR Name]

[Designation]

[Company Name]

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