

Transfer Acceptance Letter

Dear [Employee Name],

I am writing to confirm that we have received and accepted your request for a transfer from your current position at [Current Department] to [New Department]. We are thrilled to have you join our team in your new role.

Your hard work, dedication, and contributions to our company have not gone unnoticed. We are confident that your skills and expertise will be a valuable addition to your new department, and we look forward to seeing you excel in your new position.

We understand that there may be a transition period as you settle into your new role, and we will do everything we can to support you during this time. Your new manager will be in touch shortly to provide you with more information about your new role, expectations, and any additional training or support you may need.

We appreciate your commitment to our company and your willingness to take on new challenges.

We are confident that your transfer will be a positive move for both you and our organization.

Thank you again for your hard work and dedication to our company, and we wish you all the best in your new role.

Sincerely,

[Employer Name]