

Professional Internal Transfer Acceptance

Subject: Acceptance of Transfer to [Department/Location]

Dear [Manager's Name],

I am pleased to accept the transfer opportunity to the [Department Name] at [Location/Office]. This position aligns perfectly with my career goals and I am excited about the new challenges and responsibilities it presents.

I confirm my acceptance of the following terms:

- Position: [Job Title]
- Start Date: [Date]
- Location: [Office/City]
- Reporting Manager: [Manager's Name]

I will ensure a smooth transition of my current responsibilities and will work closely with my replacement to transfer all ongoing projects. I am committed to maintaining productivity during this transition period.

Thank you for considering me for this opportunity. I look forward to contributing to the success of the [Department Name] team.

Best regards,

[Your Name]

[Employee ID]

[Current Department]

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