Casual and friendly transfer notification

Hey [Employee Name],

Good news! You're moving over to our partner company, [New Company], starting [Date].

Everyone's excited to have you join the team there.

Make sure you sync with your new manager, [Manager Name], for your onboarding. We'll miss you around here but can't wait to see the great work you'II do!

Cheers,

[Sender Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/transfer-letter-from-one-company-to-another