

Formal department transfer letter

Subject: Transfer to New Department

Dear [Employee's Name],

We are writing to inform you of your official transfer from the [Current Department] to the [New Department], effective [Date]. This decision was made after careful consideration of your skills, performance, and the current needs of the organization.

In your new role, you will report directly to [Supervisor's Name] and will be responsible for [brief outline of new responsibilities]. We are confident that your expertise will bring valuable contributions to your new team.

Please coordinate with HR to complete all necessary transfer formalities before your effective transfer date. We wish you success in your new department and trust that you will continue to demonstrate professionalism and dedication.

Sincerely,

[Manager's Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/transfer-letter-from-one-department-to-another>