Letter approving an employeeâ€™s transfer request

Subject: Approval of Department Transfer Request

Dear [Employeeâ€™s Name],

We are pleased to inform you that your request for transfer to the [New Department] has been approved. Your transfer will take effect on [Effective Date].

You will report to [Supervisorâ€™s Name] in your new department and will be assigned responsibilities in line with your experience and skills. We encourage you to meet with your new manager to discuss your transition and expectations.

Thank you for your commitment to the organization. We wish you continued success in your new role.

Sincerely,

[HR Managerâ€™s Name]

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