Short and direct transfer notification

Subject: Transfer Notification

Dear [Employeeâ€™s Name],

Please be informed that you are being transferred from the [Current Department] to the [New Department], effective [Date]. You will report to [Supervisorâ€™s Name].

HR will contact you with further details regarding the transition process.

Regards,

[Managerâ€™s Name]

Get more templates here:

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