

Transfer for organizational restructuring

Subject: Department Transfer Due to Organizational Needs

Dear [Employee's Name],

As part of the organizational restructuring initiative, you are being transferred from the [Current Department] to the [New Department], effective [Date]. This decision has been made to ensure optimal utilization of resources and alignment with company goals.

While we understand that this change may require adjustments, we believe that your skills and experience will be invaluable in your new department. We are confident that this transfer will provide both challenges and opportunities for professional growth.

Thank you for your cooperation and continued dedication.

Sincerely,

[Manager's Name]

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