

Informal notification email of transfer

Hi [Employee Name],

Just a heads-up that youâ€™re being transferred to [New Department/Location] starting [Transfer Date].

Your new supervisor will be [Supervisor Name]. Let us know if you have any questions or need assistance with the transition.

Best,

[HR Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/transfer-notification-letter>