# Employee Transfer Letter

**Purpose:** This document serves as an official notification and confirmation of an employee's transfer to a new department or location within the organization. It outlines the details of the transfer and any pertinent instructions or expectations.

**Date:** {transferDate}

**To:** {employeeName}

**Employee ID:** {employeeId}

Dear **{employeeName}**,

We would like to inform you of your upcoming **transfer** within the company, which will take effect on **{transferEffectiveDate}**.

## Transfer Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Department** | **New Department** | **New Location** | **Reporting Manager** |
| {#transferDetails}{currentDepartment} | {newDepartment} | {newLocation} | {newManager}{/transferDetails} |

## Reporting and Responsibilities

You are expected to report to **{newManager}** on **{reportingDate}**. Your role in the new department will include the following responsibilities:

{#responsibilities}

* {description}

{/responsibilities}

## Additional Information

Please note the following:

{#notes}

* {note}

{/notes}

## Compensation and Benefits

There {#hasSalaryChange}will be changes to your compensation details. Your new monthly salary is **{newSalary}**.{/hasSalaryChange}

{^hasSalaryChange}will be no change to your current salary and benefits as a result of this transfer.{/hasSalaryChange}

## Relocation Assistance

{#hasRelocationSupport}As you are being transferred to a new geographic location, the company will provide relocation support as per company policy. The support will include:

{#relocationBenefits}

* {benefit}

{/relocationBenefits}Please coordinate with the HR department for further details.{/hasRelocationSupport}

{^hasRelocationSupport}Since your new role is within the same location, no relocation assistance will be provided.{/hasRelocationSupport}

## Next Steps

Please confirm your acknowledgment of this transfer by signing the acceptance section below and returning a copy to HR by **{confirmationDueDate}**.

## Acceptance

I, **{employeeName}**, acknowledge and accept the terms of the transfer stated above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions regarding this transfer, do not hesitate to contact the Human Resources Department at **{hrEmail}**.

We wish you the very best in your new role and continued success with us.

**Sincerely,**

**{senderName}**  
**{senderPosition}**  
**{companyName}**