Date

Dear Ms. Sarah,

It is to inform you that you have been transferred to the ABC department as a manager, from your current position of ‘Assistant Manager’ in the XYZ department. This transfer will be effective from 1st of July 20XX.

We have always found you as a competent, hardworking, and efficient employee. You highly deserved this promotion as a manager. When the position became available, we did not want to hire someone from the external sources and decided to transfer you to this new position. In addition, the XYZ department is experiencing many issues, such as low productivity and high employee turnover. We believe that with your strong leadership skills, you will improve the department’s condition. We know that you will keep up the good work and face the challenges perfectly.

You are requested to wind up all the tasks and documents that are related to your current position till 30th June 20XX, so that the transfer and transition can prove to be smooth.

The details of this new position, and the associated benefits are detailed in the attached document. Kindly, go through it, and sign the new contract.

If you have any questions, you may contact us at [X].

Thank you.

Regards,

Samantha Wilson.