TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Department Transfer Letter

Dear **[NAME]**

This letter is to inform you that you will be transferred from the **[MENTION DEPARTMENT NAME]** into the**[MENTION DEPARTMENT NAME]** .**[GIVE YOUR DEPARTMENT CHANGING]**.

The reason for this inter-department transfer is the fact that we are short on employees in **[MENTION DEPARTMENT NAME]** and by looking at your skills and hard work you are fit for this role.

You will get a **[MENTION SALARY DIFFERENCE]** hike in this department, and I believe you will like working there. You will get experience in sales also which will help you to grow in the future.

With your capabilities, you will grow more. I hope you will accept this opportunity.  Our company believes that this transfer is in the best interest of you and as well as for the company. We are looking forward to you.

If you have any further queries, you can reach me at **[MENTION PHONE NUMBER]** or through an email **[MENTION EMAIL ADDRESS]**.

I wish you the best of luck in the new job role.

Sincerely,