

# Internal Department Transfer Letter

From,  
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To,  
Cleo Best  
282-8351 Tincidunt Ave  
Sedalia Utah 53700

Subject: ( \_\_\_\_\_ )

Dear Cleo Best,

At ----- (Company name), we are proud to inform you about your transfer in the department of ----- (mention the department) due to your exceptional performance over the last ----- months. The projects you have been working on have performed well and the clients you have been for has also appreciated your work ethics and professionalism.

Also, after reviewing your past records, we have also found out that you have always been punctual and regular when it comes to maintaining discipline in the office. We have also connected with your team members and seniors and they have also appreciated the way you work and about your cordial relation with them.

Your transfer as ----- in the ----- department will be effective from ----- (mention the date). For any further details, please contact the human resources department.

We would like to congratulate you on your transfer and wish you all the best for this new position.

Thank You.

Signature  
Hu Park  
Job title

