**Inter-department Transfer Letter Format**

|  |
| --- |
| [Name of the sender]  To,  [Name of Person]  [Address]  **Subject:** Inter-Department Transfer Letter  Dear [Employee’s Name],  This is to inform you that you will be transferred from [current department] to the [new department] as you [mention the reason for the transfer].  [Mention the positive or negative points of the employee].  Your salary package has been [increased/decreased] due to your [mention the reason].  We sincerely hope you will accept this letter as well as the position. This will assist you because you will be doing something different right now, but it will be advantageous to your future profession.  We anticipate that you will perform admirably and devote your complete attention to the task at hand.  We look forward to hearing from you shortly. For any doubts or queries, you can reach us at [mention phone number] or send an email at [mention email address].  I wish you all the best.  Sincerely,  [Sender Name] |

**Inter-department Transfer Letter Example**

|  |
| --- |
| Asmit Goel  To,  Akanksh Shah  123, XYZ Tower Street 1  Surat, Gujarat.  **Subject:** Inter-Department Transfer Letter  Dear Akanksh,  This is to convey to you that you will be transferred from the sales department to the supervising department because you are excelling there.  We are already aware of your experience in the work of the supervising department, and we are determined to use your great service to make a significant difference in the department's performance. I'm hoping you'll be content and do a better job in your current position.  Your remuneration has been boosted as a result of your superior supervisory abilities. We sincerely hope you will accept this letter as well as the position. This will assist you because you will be doing something different right now, but it will be advantageous to your future profession.  We want you to perform admirably and to devote your complete attention to the task at hand, just as you did in the previous department.  We hope to hear from you soon. You can contact me at +91-9182736450 or hr@xyzsolutions.com if you have any questions or concerns.  Sincerely,  Asmit Goel |

**Format 1**

|  |
| --- |
| From  <HR Signatory Name> <DD/MM/YYYY>  <HR Signatory Designation>  <Office Address>    To  <Employee Name>  <Address Line 1>  <Address Line 2>  <Address Line 3>    Dear < Employee Name >,    **Sub: Your Transfer to <New Department> effective :<DD/MM/YYYY >**    Based on the discussions that your <Reporting Manager> had with you, we are pleased to confirm your transfer to <Department> at <Location> effective <DD/MM/YYYY >.    The reason for this transfer is <Mention the reason, as applicable>. You will be reporting to <New Reporting Manager Name>, <Designation>.    We look forward to your continued commitment and support in the new department. The other terms & conditions of your employment contract remain same unless otherwise agreed to in writing by the Company.  Please confirm your formal acceptance by signing the duplicate copy of this letter.    Regards,    <HR Head>    **Employee Agreement**    I hereby agree to the change in the terms and conditions of my employment contract as specified above.      Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Employee Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Format 2**

|  |
| --- |
| [Date]  [To]  Subject - Inter-department transfer effective [date]  Hello,  This letter is being issued in order to inform you that you are being transferred from [current department] to [new department]. This is because [reason] of the [department].  We believe that your skillset will be able to fulfill the requirements in the department. We will be astonished to see you join the department. Also, we believe that you will fit in perfectly.  For your new job role, you must report to [Manager’s Name] at [Time and location]. If you have any further questions regarding your transfer, you can reach us at [phone number] or email us at [email address].  Regards,  [Your Name]  [Department] |

**Format 3**

|  |
| --- |
| Date  [Employee's Name]  [Position]  [Company Name]  [Company Address]  Subject:  Dear [Employee's Name],  As per the Management's directives, your services will be transferred to [place of transfer] with effect from [date].  Your place of posting will be [exact address/ locality/ branch].  Your City Compensatory Allowance [CCA] will be INR [XXXXXXX]. You will also be entitled to the benefits mentioned in the attached appointment letter.  Other rules and regulations of the company remain effective and unchanged.  Thank You  Sincerely,  [Name of Authority]  [Authority's Designation]  [Sign of the Authority] |