

Appreciation During Transfer

Dear [Employee Name],

As you prepare for your transfer to [New Department/Location], we want to take a moment to express our gratitude for your dedication and contributions. Your hard work has made a significant impact, and we are confident you will bring the same enthusiasm and expertise to your new role.

Wishing you every success in this transition.

Sincerely,

[Manager Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/company-transfer-letter>