

Formal transfer due to organizational changes

Subject: Official Transfer Due to Departmental Restructuring

Dear Team,

As part of the ongoing organizational restructuring, I have been officially transferred from [Current Department] to [Target Department], effective [Date].

This transfer is part of the strategic realignment to [brief explanation of restructuring goals]. My new role as [New Position] will focus on [key responsibilities] while maintaining continuity in [relevant areas].

During this transition period:

- All current projects will be [completion/handover status]
- My new contact information will be [details]
- [Handover person] will handle [specific responsibilities] until further notice

I look forward to contributing to the success of [Target Department] while maintaining the collaborative relationships we've built.

Please don't hesitate to reach out if you have questions about this transition.

Best regards,

[Your Name]

[New Position and Department]

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