Employee Transfer Letter

Use Part A when the employee is requesting the move. Use Part B to confirm any approved transfer, voluntary or company-initiated. Delete clauses that do not apply. Check the HR checklist in Part C before the letter goes out.

PART A: INTERNAL TRANSFER REQUEST (COMPLETED BY EMPLOYEE)

Employee name

Employee ID

Current job title

Current department / site

Current manager

Time in current role

Position or location requested

Requisition number (if applying to a posted job)

Type of move

☐ Same role, different location ☐ Different role, same level ☐ Different shift or schedule

☐ Different department ☐ Remote or hybrid arrangement

Reason for request

Earliest available start date

☐ I have informed my current manager

Employee signature

Date

Date

PART B: TRANSFER LETTER

[Company Letterhead]

[Date]

[Employee Name]
[Employee ID]
[Current Job Title], [Current Department / Location]

Dear [Employee Name],

Subject: Transfer to [New Job Title / New Location]

[For a requested transfer:] Thank you for your request to transfer to [New Department / Location]. We are glad to confirm that it has been approved. [For a company-initiated transfer:] As discussed with you on [Date of Conversation], we are transferring you to [New Department / Location] because [brief business reason, e.g. the consolidation of the claims team at our Dayton office / increased volume on the evening shift].

The details of your transfer are:

- Effective date: [Effective Date]
- New job title: [New Job Title] [or: Your job title remains (Job Title)]
- Department / team: [New Department]
- Work location: [Site Name and Address / Remote]
- Reporting to: [New Manager Name], [New Manager Title]
- Work schedule: [Days and hours, or shift]
- Pay: [Your pay will remain (amount) per (hour / year) / Your pay will change to (amount) per (hour / year) from the effective date]
- Classification: [Non-exempt (eligible for overtime) / Exempt] [Full-time / Part-time]
- Benefits: [No change to your benefits / Changes to your benefits are described in the enclosed summary]

[If relocation applies:] To support your move, the company will provide [relocation package, e.g. reimbursement of documented moving costs up to (amount), temporary housing for up to (number) days, a lump sum of (amount)]. Relocation payments may be taxable income; payroll will confirm the treatment. [If you resign voluntarily within (number) months of the transfer date, you agree to repay (amount or proportion) as set out in the enclosed relocation repayment agreement.]

[If a trial period applies:] The first [number] days in your new role will be a transition period. If the role is not a good fit for either side, we will discuss options with you, which may include returning to a role comparable to your current one where one is available.

Your seniority, service date of [Original Hire Date], accrued paid time off and other terms of employment continue unchanged unless stated in this letter. [Nothing in this letter changes the at-will nature of your employment.]

Please hand over your current work to [Name] by [Date]. [New Manager Name] will contact you before [Effective Date] about your first day in the new team.

Please sign below to confirm you have received this letter and return a copy to HR by [Response Date]. If you have questions, contact [HR Contact Name] at [Phone / Email].

Sincerely,

[Name]
[Title]
[Company Name]

EMPLOYEE ACKNOWLEDGEMENT

☐ I accept the transfer on the terms described above.

Comments

Employee signature

Date

Date

PART C: HR CHECKS BEFORE ISSUING

- ☐ Both the releasing and receiving manager have approved the move and the effective date
- ☐ Pay for the new role has been checked against its pay range and against peers in the new team
- ☐ FLSA exempt or non-exempt status confirmed for the new duties and salary
- ☐ If the work state changes: state and local tax withholding, wage and hour rules, paid leave laws and required notices updated
- ☐ Union contract, seniority or bidding rules followed where they apply
- ☐ For company-initiated moves: reason documented and decision reviewed for consistency with similar cases
- ☐ Accommodations, leave or open complaints considered before an involuntary transfer
- ☐ Employee change form completed so payroll, benefits and system access are updated on the effective date