

# Transfer Letter for Nurses Example

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**Dr. Samuel Richardson**

Chief Medical Officer

City Hospital

456 Health Way

Metro City, ST 12345

srichardson@cityhospital.org

February 13, 2025

**Nurse Rebecca Moore**

Pediatric Department

City Hospital

123 Clinic Drive

Metro City, ST 12345

**Salutation**

Dear Nurse Moore,

**Introduction**

I am writing to inform you of your approved transfer from the Pediatric Department to the Intensive Care Unit (ICU) at City Hospital, effective March 1, 2025. This transfer comes as part of our ongoing efforts to optimize patient care and staff expertise across the hospital.

**Body**

Your extensive experience and commendable performance in pediatric nursing have equipped you with the skills necessary to make a significant impact in the ICU. The demands of ICU nursing require precise attention to detail, advanced clinical skills,

and the ability to respond swiftly to emergencies—qualities that you have demonstrated consistently during your tenure with us.

In preparation for this transition, you will be required to participate in a specialized training program that covers critical care protocols, advanced life support, and the latest ICU technology and equipment. This program is designed to ensure that you are fully prepared and confident to undertake your new responsibilities.

### **Conclusion**

Please arrange to meet with HR to discuss your transfer and any associated changes in your employment terms, including shift differentials and any specific training requirements. We are confident that your skills and dedication will continue to enhance the quality of care provided to our critically ill patients and contribute positively to the ICU team.

### **Closing**

Thank you for your continued dedication to providing exceptional patient care. We look forward to seeing your career develop further in this new role.

Sincerely,

Dr. Samuel Richardson  
Chief Medical Officer  
City Hospital