

# Transfer Letter for Job Example

---

**John Doe**

Director of Human Resources

Tech Innovations Inc.

1234 Silicon Drive

Tech City, CA 12345

john.doe@techinnovations.com

February 13, 2025

**Samantha Green**

Senior Software Engineer

Tech Innovations Inc.

9876 Programmer Road

Tech City, CA 12345

**Salutation**

Dear Ms. Green,

**Introduction**

This letter is to formally notify you of your transfer from the Software Development Team to the Advanced Research Team at Tech Innovations Inc., effective April 1, 2025.

This move comes as part of our strategic initiative to innovate and expand our research capabilities in emerging technologies.

**Body**

Your exemplary performance as a Senior Software Engineer and your contributions to the successful launch of our flagship products have demonstrated your expertise and commitment to excellence. In your new role as Lead Research Developer, you will

be instrumental in driving the development of next-generation technologies that will position our company at the forefront of the industry.

You will lead a dedicated team tasked with pioneering research in artificial intelligence and machine learning applications. This role will leverage your technical skills and creative problem-solving abilities to explore new ideas and convert them into viable products and solutions that meet the future needs of our customers.

The transfer entails a relocation to our state-of-the-art research facility in Innovation Park, Tech City. We believe that your leadership will be crucial in this phase of growth and will help solidify our reputation as a leader in technology innovation.

### **Conclusion**

Please report to the head of the Advanced Research Department, Dr. Emily White, on your start date to begin your orientation and integration into the team. We have arranged for your relocation support, which includes moving services and a temporary housing allowance, to ease your transition into your new role and location.

We are excited about the potential your transfer holds for both your career growth and our company's ambitions. Your proven track record of success gives us great confidence in your ability to handle these new responsibilities with the same passion and dedication you've shown throughout your tenure with us.

### **Closing**

Sincerely,

John Doe

Director of Human Resources

Tech Innovations Inc.

