

## **Transfer/Promotion Confirmation Letter**

**This package contains:**

1. Instructions & Checklist for Transfer/Promotion Confirmation Letter
2. Transfer/Promotion Confirmation Letter

## Instructions & Checklist for Transfer/Promotion Confirmation Letter

- This package contains (1) Instructions & Checklist for Transfer/Promotion Confirmation Letter; and (2) Transfer/Promotion Confirmation Letter;
  
- This form is designed to assist you in drafting a letter to confirm the transfer, relocation or promotion of an employee.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

As a critical part of our team here at [Company Name], I have always appreciated your hard work and dedication.

After reviewing our current employee roster and company needs, I have decided to [transfer/relocate/promote] you to [Name of New Location or Position]. Congratulations on your new position! I hope that you find your new duties to be both challenging and rewarding. This change becomes effective [Date].

Should you have any questions or concerns regarding this matter, please feel free to contact me. Otherwise, I thank you for being a valued part of [Company Name].

Sincerely,

[Your Name]  
[Title if any or delete if none]