

JOB TRANSFER LETTER

From (Current Employer): _____

To (New Employer / Department): _____

Employee Name: _____

Employee ID / Number: _____

Current Position / Title: _____

New Position / Title: _____

Department / Location Transfer: _____

Supervisor / Manager (New): _____

Subject: Notice of Job Transfer

This letter serves as formal notification that the above-named employee is being transferred from their current position to the new position and department as specified. The transfer is effective immediately upon receipt of this notice unless otherwise agreed in writing.

The employee shall continue to be subject to all existing terms and conditions of employment unless specifically modified by this transfer. Any changes to salary, benefits, reporting structure, or work location shall be outlined and agreed upon by all parties prior to commencement of the transfer.

The employee agrees to perform all duties and responsibilities associated with the new position to the best of their abilities and in compliance with all applicable company policies and procedures. The receiving department agrees to provide necessary resources and support to facilitate a smooth transition.

Both the employee and the receiving department acknowledge and accept this transfer and agree to the terms outlined herein. This letter shall constitute a legally binding agreement between the involved parties under the laws of the United States.

1. Transfer Details

The employee shall transfer from the current position and location to the new position and location as specified above. All relevant company policies regarding transfers shall apply.

2. Salary and Benefits

Unless otherwise agreed in writing, the employee's existing salary and benefits shall continue unchanged. Any adjustments must be documented separately and signed by all concerned parties.

3. Duties and Responsibilities

The employee agrees to undertake all duties and responsibilities as required by the new position, including any changes in work hours, reporting lines, or job scope.

4. Termination and Reassignment

This transfer does not alter the at-will employment relationship. Either party may terminate employment subject to applicable laws and company policies. Reassignment or return to the previous position may occur only with written agreement.

5. Confidentiality

The employee shall continue to maintain confidentiality of all proprietary, confidential, and sensitive information before, during, and after the transfer, in compliance with company policies and applicable laws.

6. Non-Discrimination and Equal Opportunity

This transfer is conducted in accordance with all applicable federal, state, and local laws prohibiting discrimination and ensuring equal opportunity in employment.

7. Governing Law

This letter and the transfer it embodies shall be governed by and construed in accordance with the laws of the United States and, where applicable, the relevant state law.

8. Entire Agreement

This letter represents the entire agreement regarding the employee's transfer and supersedes all prior agreements, representations, and understandings.

9. Acceptance

By signing below, the employee and authorized representatives of both the current and new departments acknowledge and accept the terms of this job transfer letter.

EMPLOYEE SIGNATURE CURRENT EMPLOYER SIGNATURE NEW EMPLOYER SIGNATURE

Signature: _____ Signature: _____ Signature: _____

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