

Internal Job Transfer Offer Notice

This **internal job transfer offer notice form sample** provides a clear and professional template for notifying employees about job transfer opportunities within the organization. It ensures all essential details are communicated effectively, promoting smooth transitions and employee engagement. Using this form helps maintain consistency and transparency in internal job placements.

Employee Details

Employee Name

Employee ID

Current Job Title

Current Department

Email Address

New Position Details

New Job Title

New Department

Location

New Supervisor/Manager

Effective Date of Transfer

New Salary/Compensation (if applicable)

Other Terms/Details (if any)

Acknowledgement

Please indicate your acceptance of this internal job transfer by signing below. Should you have questions or concerns, contact Human Resources.

Employee Signature

Date

HR/Manager Signature

Date