**CONFIRMATION LETTER FOR A TRANSFER TO ANOTHER DEPARTMENT**

**[Senders Name]  
[Address line]  
[State, ZIP Code]**

**[Letter Date]**

**[Recipients Name]  
[Address line]  
[State, ZIP Code]**

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear **[Recipients Name],**

After meeting with your current supervisor yesterday afternoon, we have decided to authorize your request for transfer to our IT Department.  
  
Starting on March 5, you will be required to report to Mr. James Irons, who is currently the Officer-in-Charge of your department. We have already assigned you a workstation on their floor. Please approach Janice Smith, the secretary of the department, should you have any issues you need to be clarified.

Sincerely,  
  
**[Senders Name]  
[Senders Title] -Optional-**

**[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -**