

Template 1: The Straightforward Transfer

[Your Name]
[Your Current Position]
[Date]

Dear [Your Manager's Name],

I am writing to formally resign from my position as [Your Current Position], effective [Transfer Effective Date], as I will be transitioning to a new role as [Your New Position] within the company. I am grateful for the growth opportunities I have had in this department and look forward to new challenges.

Thank you for your guidance and support. I am committed to ensuring a smooth transition and am available to assist in any way necessary during this changeover period.

Sincerely,
[Your Name]

Template 2: The Appreciative Transfer

[Your Name]
[Your Current Position]
[Date]

Dear [Your Manager's Name],

I am pleased to inform you that I will be transitioning to the role of [Your New Position], effective [Transfer Effective Date]. This letter serves as my formal resignation from my current position.

I want to express my sincere gratitude for all the support and opportunities you have provided me. I am excited about this new opportunity but am also committed to helping our team during the transition period.

Thank you again for everything. I look forward to continuing to work with you in a new capacity.

Warm regards,
[Your Name]

Template 3: The Detailed Transfer

[Your Name]
[Your Current Position]
[Date]

Dear [Your Manager's Name],

Please accept this letter as formal notification of my resignation from the position of [Your Current Position], effective [Transfer Effective Date]. I have accepted an offer to become [Your New Position], and I am eager to embark on this new journey within our company.

During my time in the current role, I have learned a great deal and appreciated the moments of growth and challenges. Thank you for your leadership and mentorship. I am enthusiastic about bringing my experience to my new position and am dedicated to a thorough and helpful transition.

Please let me know how I can assist in the coming weeks. I appreciate your understanding and support during this transition.

Best regards,
[Your Name]