

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

Dear [Recipient Name],

I am writing to formally accept the opportunity to transfer to the position of [New Position Title] within [Department/Team] at [Company Name]. I would like to sincerely thank you and the management team for extending this offer and for placing your trust and confidence in my abilities.

I truly appreciate the support and encouragement I have received throughout the transfer process. I am excited to embrace the new challenges and responsibilities that come with this role, and I look forward to contributing positively to the team and furthering the company's continued success.

Please let me know if there are any specific steps I should take to ensure a smooth transition. I am eager to get started and to uphold the high standards of [Company Name].

Thank you once again for this wonderful opportunity and for your continued support.

Sincerely,

[Your Name]