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| Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

This is with reference to your letter dated 12th June 2019. After careful consideration of your request about transferring you to the XYZ department, the management has given its approval.

This decision is based on your interest in field work. As you are already aware, your new department will require you to be at the work site more often. The management expects you to be diligent and responsible for your new duty.

The requested change will be in effect from the 1st of July. You will report to Mr. ABC from the next month onwards.

Warm regards,

Your Name

Title

Email