

Memorandum

To: <Employee's name>

CC:

From: <Manager's name>

Date:

Re: Confirmation of transfer/new position

I am pleased to confirm your appointment to the role of <position title> in the <department> department commencing on <commencement date>. In your new position, you will now report to <manager's name>.

Please note that your salary and conditions of employment remain unchanged/changes. I have attached a copy of the position description for your information. Over the next couple of weeks, we will confirm the objectives and priorities for the new role. (Group Coordinator – please include name of department and cost center where new person will be costed to as well as who the person reports to)

<Individual message from manager>

Regards

<Manager's name>