

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Current Position: [Current Job Title]

Subject: Lateral Transfer for Performance Improvement

Dear [Employee Name],

This letter serves as formal notification regarding your lateral transfer to the position of [New Job Title] within the [New Department] department, effective [Start Date].

As discussed during our meetings on [Dates of Previous Meetings], this transfer is a proactive measure to address ongoing performance challenges in your current role. We believe that your skills and experience are better aligned with the requirements of the [New Job Title] position, providing you with a fresh opportunity to meet the company's performance standards.

Terms of Transfer:

- **Reporting Manager:** You will now report to [New Manager's Name].
- **Compensation:** As this is a lateral transfer, your current salary and benefits will remain unchanged.
- **Probationary Period:** You will enter a performance monitoring period of [Number] days to ensure your success in this new role.

Performance Expectations:

Attached to this letter is a revised Performance Improvement Plan (PIP) specifically tailored to your new responsibilities. We will schedule weekly check-ins with your new manager to review your progress, provide feedback, and offer necessary training.

We are committed to supporting you through this transition and remain optimistic that this change in environment and responsibilities will lead to a successful outcome for both you and the company.

Please sign below to acknowledge that you have received this letter and understand the terms of your transfer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this transfer letter and understand the expectations associated with my new role.

Signature: _____ Date: _____