

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert ID Number]

Current Department: [Insert Current Department]

Subject: Career Development Transfer Agreement

Dear [Insert Employee Name],

This letter confirms the agreement regarding your lateral transfer to the position of [Insert New Job Title] within the [Insert New Department] department, effective [Insert Start Date]. This transfer is recognized as a strategic move for your professional growth and career development.

1. Position Details

Your new supervisor will be [Insert Manager Name]. While your base salary and benefits remain unchanged, your primary responsibilities will now focus on [Insert Brief Description of New Roles].

2. Training and Development

To support this transition, the company agrees to provide the following resources:

- [Insert Specific Training Course or Certification]
- [Insert Mentorship or Shadowing Details]
- [Insert Development Milestone 1]

3. Evaluation Period

A formal review will be conducted after [Insert Number, e.g., 90] days to assess the transition and discuss further career advancement opportunities based on your performance in this new role.

4. Agreement Terms

By signing below, you acknowledge that this transfer is voluntary and intended to enhance your skill set within the organization.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Company Name]

Employee Acceptance:

I accept the terms of this Career Development Transfer.

Signature: _____ Date: _____