

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Official Confirmation of Lateral Transfer

Dear [Employee First Name],

Congratulations on your new role. This letter serves as official confirmation of your lateral transfer to the position of **[New Job Title]** within the **[New Department Name]** department, effective **[Start Date]**.

As this is a lateral move, your current salary, benefits, and seniority status will remain unchanged, unless otherwise specified in the attached documentation. Your new supervisor will be **[Manager Name]**.

We are confident that the experience you bring from [Old Department] will be a significant asset to your new team. This transfer is a great opportunity for you to broaden your professional skills and contribute to the company in a new capacity.

Your new manager will contact you shortly to discuss your transition plan, workspace arrangements, and initial objectives. If you have any administrative questions regarding this transfer, please contact the Human Resources department at [HR Phone Number/Email].

We wish you continued success in your new role within the organization.

Best regards,

[Sender Name]
[Title]
[Company Name]

cc: [New Manager Name], Personnel File