

[Current Date]

[Employee Name]

[Employee ID]

[Current Job Title]

Dear [Employee Name],

This letter serves to formally confirm your lateral transfer to the position of **[New Job Title]** within the **[New Department Name]** department, effective **[Start Date]**.

This is a lateral move; therefore, your current base salary, benefits, and seniority date will remain unchanged. You will now report directly to **[New Manager Name]**.

Your primary responsibilities in this new role will include:

- [Task/Responsibility 1]
- [Task/Responsibility 2]
- [Task/Responsibility 3]

Please coordinate with your current supervisor, [Current Manager Name], to finalize your transition plan and handover of current projects by [Transition End Date].

We look forward to the contributions you will make in this new capacity. Please sign below to acknowledge your acceptance of this transfer.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Acknowledgment:**

I accept the lateral transfer to the position of [New Job Title] under the terms described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_