

[Date]

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

Subject: Notification of Lateral Transfer Approval

Dear [Employee Name],

We are pleased to inform you that your request for a lateral transfer has been officially approved. This letter confirms your transition into your new role within the organization.

Transfer Details:

- **New Position Title:** [New Job Title]
- **New Department:** [New Department Name]
- **Effective Date:** [Start Date]
- **Reporting Manager:** [Manager Name]

As this is a lateral transfer, your current base salary, benefits eligibility, and seniority date will remain unchanged. Your vacation accrual and other employment terms will continue as per your existing contract.

Please coordinate with your current supervisor and your new manager to ensure a smooth transition of your ongoing projects and responsibilities. Your new manager will reach out shortly to discuss your onboarding schedule and initial goals for the department.

Thank you for your continued commitment to [Company Name]. We look forward to your contributions in this new capacity.

Sincerely,

[Your Name]
[Your Title]
Human Resources Department

Acknowledgment:

I accept the terms of this lateral transfer.

[Employee Signature] [Date]