

[Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Offer of Internal Lateral Transfer

Dear [Employee Name],

We are pleased to formally offer you a lateral transfer to the position of **[New Job Title]** within the **[New Department]**, reporting to **[Manager Name]**. This transfer is scheduled to be effective on **[Start Date]**.

As this is a lateral move, your current compensation, benefits, and seniority status will remain unchanged. Your primary responsibilities in this new role will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

This transfer provides an excellent opportunity for you to broaden your skills and contribute to the success of the [New Department] team. We are confident that your experience will be a valuable asset in this new capacity.

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to your continued contributions to [Company Name].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I accept the lateral transfer to the position of [New Job Title] as outlined above.

Signature: _____ Date: _____