

[Date]

[Employee Name]
[Current Job Title]
[Department]

Subject: Acceptance of Lateral Transfer

Dear [Employee Name],

I am pleased to formally confirm your lateral transfer to the position of [New Job Title] within the [New Department] department, effective [Start Date].

As this is a lateral move, your current salary, benefits, and seniority status will remain unchanged. Your new supervisor will be [Supervisor Name].

Your primary responsibilities in this new role will include:

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

Please coordinate with your current manager to finalize the transition of your current duties by [Transition End Date].

We are excited about the skills you bring to this new team and look forward to your continued contributions to [Company Name].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____