

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Confirmation of Lateral Transfer and Compensation

Dear [Employee Name],

This letter confirms your lateral transfer to the position of [New Job Title] within the [New Department] department, effective [Effective Date].

As this is a lateral move within the same salary grade, your compensation package will remain as follows:

- **Base Salary:** \$[Amount] per [Year/Month/Hour]
- **Salary Grade:** [Grade Level]
- **Bonus Eligibility:** [Remain unchanged / Details of new plan]
- **Reporting Manager:** [Manager Name]

All other terms and conditions of your employment, including your original hire date and accrued benefits, remain unchanged. Your current benefits enrollment will continue without interruption.

Please sign below to acknowledge your acceptance of these transfer terms and return this copy to the Human Resources department by [Date].

We look forward to your contributions in your new role.

Sincerely,

[Name of HR Representative/Manager]

[Title]

[Company Name]

Acknowledgment:

I, [Employee Name], accept the lateral transfer and confirm the compensation details outlined above.

[Employee Signature]

[Date]