

[Current Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Confirmation of Lateral Transfer

Dear [Employee Name],

This letter is to formally confirm your lateral transfer to the position of [New Job Title] within the [New Department] department.

Your transfer will be effective as of **[Effective Date]**. Your reporting supervisor will be [Manager Name].

Please note that as this is a lateral move, your current base salary, benefits, and seniority date remain unchanged. Your primary duties and responsibilities will now align with the job description for your new role.

On your effective date, please report to [Location/Office Number] at [Time] to begin your transition. Your new supervisor will coordinate any necessary orientation or training sessions.

We appreciate your continued contributions to [Company Name] and wish you success in your new position.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I accept the terms of this lateral transfer and confirm the effective date stated above.

[Employee Signature]

[Date]