

[Date]

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

**Subject: Notification of Lateral Transfer**

Dear [Employee Name],

This letter serves as official confirmation of your lateral transfer within [Company Name].

**Transfer Details:**

- **New Job Title:** [New Job Title]
- **New Department:** [New Department]
- **Effective Date:** [Date]
- **New Supervisor:** [Supervisor Name]
- **Location:** [Office Location/Remote]

Please note that as this is a lateral transfer, your current base salary, benefits eligibility, and seniority status will remain unchanged. Your primary duties will now align with the job description for the [New Job Title] position.

You are expected to report to your new supervisor at [Time] on the effective date mentioned above. Your current manager and your new manager will coordinate the transition of your existing projects and responsibilities.

We look forward to your continued contributions in this new capacity. Please sign and return a copy of this letter to the Human Resources department to acknowledge your receipt of this transfer notice.

Sincerely,

[Name]  
[Title]  
[HR Department Name]

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**Employee Acknowledgment:**

I accept the terms of this lateral transfer as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_