

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Notification of Lateral Transfer

Dear [Employee Name],

As a result of the ongoing corporate restructuring within [Company Name], we are writing to formally notify you of your lateral transfer to a new position within the organization.

Effective [Effective Date], your new role will be [New Job Title] in the [New Department] department. In this position, you will report directly to [Manager Name].

Please note the following details regarding this transfer:

- **Compensation:** Your base salary and benefits package remain unchanged.
- **Seniority:** Your original hire date and accrued years of service will be maintained.
- **Location:** Your work location will be [Office Location/Remote].
- **Duties:** A copy of your new job description is attached to this letter.

We believe your skills and experience are a strong match for this new role and will be vital to the success of the restructured team. Your current manager and your new manager will work together to ensure a smooth transition of your current responsibilities.

Please sign and return a copy of this letter to the Human Resources department by [Date] to acknowledge your receipt of this notification.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this transfer notification and understand the terms outlined above.

Signature: _____ Date: _____