

Current Date: [Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Mutual Agreement for Lateral Position Transfer

Dear [Employee Name],

This letter confirms the mutual agreement between you and [Company Name] regarding your lateral transfer to the position of [New Job Title] within the [New Department] department, effective [Effective Date].

As this is a lateral transfer, your current salary, benefits, and seniority level will remain unchanged. Your new primary responsibilities will include:

- [Task/Responsibility 1]
- [Task/Responsibility 2]
- [Task/Responsibility 3]

Your new reporting manager will be [Manager Name]. All other terms and conditions of your original employment contract dated [Original Hire Date] remain in full force and effect.

We are pleased that this transfer aligns with both your professional development goals and the operational needs of the company. Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], accept the lateral transfer as outlined above.

Signature: _____ Date: _____