

Letter of Lateral Move Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Notification of Lateral Move

Dear [Employee's Name],

We are pleased to inform you that, effective [effective date], you will be moving to the position of [new position title] within our organization. This move reflects our confidence in your skills and contributions, and we believe it will enhance your career development.

The details of your new position are as follows:

- **Department:** [New Department]
- **Reporting to:** [New Supervisor's Name]
- **Salary:** [New Salary, if applicable]

Please reach out to [New Supervisor's Name] at [contact information] for further details regarding your new role.

We appreciate your hard work and dedication in your previous position and look forward to your continued contributions in this new capacity.

Best regards,

[Your Name]

[Your Title]

[Your Company]