

Letter of Lateral Employment Switch

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a lateral employment switch from my current position as [Your Current Job Title] in [Current Department] to the position of [Desired Job Title] in [Target Department]. After careful consideration, I believe that this change aligns with both my professional goals and the needs of the company.

During my time in [Current Department], I have gained valuable skills and experiences that I believe would contribute positively to the [Target Department]. Specifically, [briefly explain your skills and how they relate to the new position].

I would appreciate the opportunity to discuss this further and explore how my transition can benefit both my career and the company as a whole. I am open to any necessary training or transition periods that may be deemed necessary.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]