

# Job Change Confirmation

Date: **[Insert Date]**

To: **[Employee Name]**

From: **[Manager's Name]**

Subject: Confirmation of Lateral Job Change

Dear [Employee Name],

We are pleased to confirm your lateral move from [Current Position] to [New Position] within [Department/Team]. Your start date in your new role will be [Start Date].

This change reflects our confidence in your abilities and our belief that you will continue to make significant contributions to the organization. Your new responsibilities will include [List Key Responsibilities].

Please let us know if you have any questions or require further information regarding this transition.

Congratulations on your new role!

Sincerely,

[Manager's Name]

[Position]

[Company Name]