

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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

Dear [Manager's Name],

I am writing to formally accept the lateral move to the position of [New Position Name] within [Department Name], effective [Start Date]. I appreciate the opportunity to continue contributing to [Company Name] in this new capacity.

I am looking forward to working with you and the team in this new role and am excited about the challenges and opportunities that lie ahead.

Thank you again for your support and trust. Please let me know if there's anything further that you need from me at this stage.

Sincerely,
[Your Name]