

Lateral Position Confirmation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to confirm your lateral transfer to the position of [New Position Title] in the [New Department] effective [Effective Date].

Your experience in [Previous Position/Department] has been invaluable to our organization, and we are confident that you will bring the same level of dedication and skill to your new role.

Please find attached the details regarding your new responsibilities, reporting structure, and any changes in compensation or benefits. Should you have any questions or need further assistance, feel free to reach out to [Supervisor's Name] at [Supervisor's Email/Phone Number].

We look forward to seeing you thrive in your new position!

Yours sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]