

Letter of Lateral Position Transition

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a lateral transition to the position of [New Position Title] within [Department/Team Name] as discussed on [Date of Discussion]. I believe that my background in [Your Current Position/Relevant Experience] and my familiarity with [specific skills or knowledge relevant to the new position] make me a suitable candidate for this role.

This opportunity aligns with my professional goals and allows me to contribute further to our team's success. I am excited about the possibility of bringing my skills in [specific relevant skills] to [New Position Title] and collaborating with the team in new ways.

I appreciate your consideration of my request. I am looking forward to your response and discussing this transition in more detail.

Thank you for your support.

Sincerely,
[Your Name]
[Your Current Position]
[Your Contact Information]