

Lateral Role Adjustment Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Confirmation of Lateral Role Adjustment

Dear [Employee's Name],

We are pleased to confirm your lateral role adjustment to [New Job Title] within our organization, effective [Effective Date]. This decision reflects our confidence in your skills and contributions and aligns with our commitment to your career development.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Should you have any questions about your new role, please do not hesitate to reach out.

Congratulations on your new position, and we look forward to your continued success.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]