

Letter of Lateral Role Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your request for a lateral move to the position of [New Position Title] within [Department/Team Name] has been approved. This change will take effect on [Effective Date].

In your new role, you will be reporting to [New Manager's Name] and will be responsible for [briefly outline key responsibilities]. We believe that this role will leverage your skills in [mention relevant skills] and offer you new opportunities for growth and collaboration.

Please feel free to reach out to [HR Representative or New Manager's Name] if you have any questions or need further assistance during this transition.

We look forward to your continued contributions to the team and wish you all the best in this new chapter of your career.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]