

# Lateral Shift Notification

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are writing to formally notify you of a lateral shift within your department. Effective [Insert Effective Date], you will be transitioning from your current position as [Current Position] to the position of [New Position]. This change is being made to better align your skills and interests with our organizational goals.

Your salary and benefits will remain the same, and you will continue to report to [Supervisor's Name]. We believe this change will be beneficial for both you and the company.

If you have any questions or concerns regarding this shift, please feel free to reach out to me directly.

Thank you for your continued contributions to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]