

## **Subject: Lateral Team Reassignment Notification**

Dear [Employee's Name],

We are writing to inform you of an important change regarding your role within the organization. Effective [Date], you will be transitioning to the [New Team/Department Name] as part of our ongoing efforts to align resources and enhance team collaboration.

This lateral move reflects our confidence in your skills and expertise and aims to provide you with new opportunities for professional growth. Your new responsibilities will include [briefly outline new responsibilities or projects].

Your current team manager, [Current Manager's Name], will work with you to ensure a smooth transition. Should you have any questions or require further assistance during this change, please do not hesitate to reach out to [Contact Person's Name/HR representative].

We appreciate your dedication and adaptability during this transition. We believe that this change will offer you an exciting opportunity to further develop your career within [Company Name].

Thank you for your continued commitment.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]