

Lateral Transfer Acknowledgment

Date: _____

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to acknowledge your lateral transfer from [Current Department] to [New Department], effective [Transfer Date]. This decision reflects our confidence in your abilities and our commitment to your professional growth within our organization.

Please take note of the following details regarding your new position:

- New Position: [New Job Title]
- Reporting To: [New Supervisor's Name]
- New Job Responsibilities: [Brief Description of Responsibilities]

If you have any questions regarding this transfer or your new role, please feel free to reach out to [Supervisor's Name] or Human Resources.

We wish you all the best in your new position and look forward to your continued contributions to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]