

Lateral Job Transfer Letter

Subject: Lateral Transfer Request

Dear [Manager/HR Name],

I am seeking a lateral transfer within the company from [Current Department] to [Target Department]. This move will allow me to leverage my current skills while gaining new experiences in [specific area or function].

I appreciate your consideration and hope for a favorable response.

Best regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/job-transfer-letter>