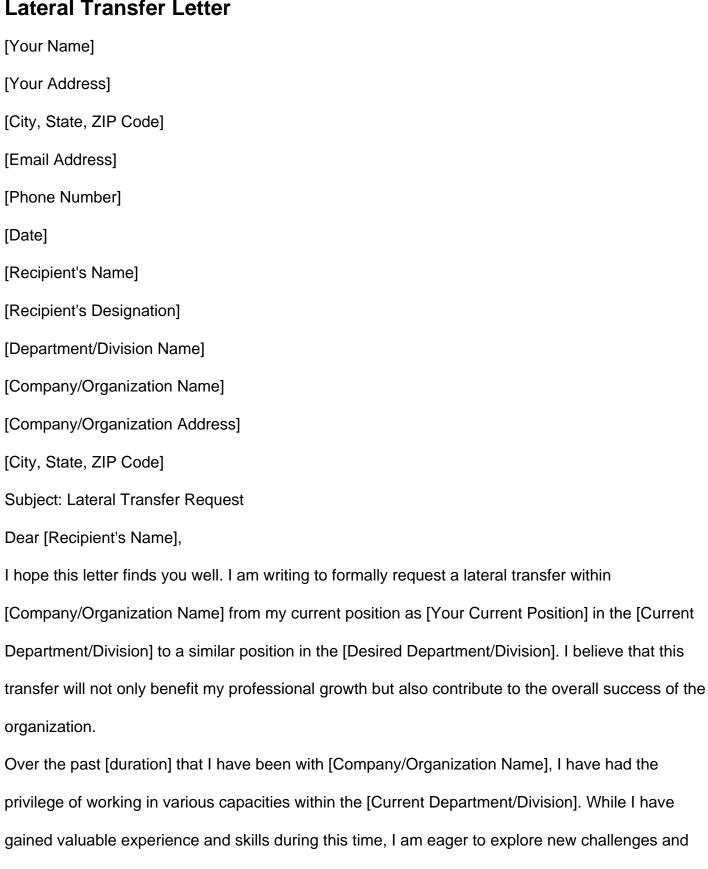
Lateral Transfer Letter



I have thoroughly researched the responsibilities and goals of the [Desired Department/Division] and I am confident that my skill set and passion align well with the objectives of the team. Through this

contribute my expertise to the [Desired Department/Division].

lateral move, I hope to bring my [mention specific skills or experiences that are relevant] to the table, which I believe will enhance the department's ability to achieve its targets.

I have discussed my intentions with my current supervisor, [Current Supervisor's Name], and they have expressed their support for my decision to pursue this transfer. I am fully committed to ensuring a smooth transition and completing any necessary tasks or projects to facilitate this process.

I understand that my request for a lateral transfer will be subject to approval based on the needs of both departments and the organization as a whole. I am willing to work closely with the HR department and the concerned managers to ensure a seamless transition if my request is granted. I kindly request an opportunity to discuss this transfer request further in person. Please let me know a convenient time for you, and I will be more than willing to accommodate your schedule. Thank you for considering my request. I am excited about the possibility of contributing to the success of the [Desired Department/Division] and continuing my journey with [Company/Organization Name].

Sincerely,

[Your Signature]

[Your Typed Name]

Enclosure: [If applicable, list any documents attached, such as a current resume or additional information]