

Lateral Transfer to Avoid Layoff/Department Closure - Serious

Subject: Lateral Transfer Request - [Current Department] Restructuring

Dear [HR Director's Name],

In light of the recent announcement regarding the restructuring of [Department Name], I am writing to formally request consideration for a lateral transfer to another department within the organization.

I have been a dedicated employee of [Company Name] for [duration], consistently meeting or exceeding performance expectations. My performance reviews reflect my commitment to excellence, and I have successfully [mention key achievements].

Given my experience in [skills/areas], I believe I would be a strong fit for positions in [Department 1], [Department 2], or [Department 3]. Specifically, I am interested in roles such as [Position Types] where I can apply my expertise in [relevant skills].

I understand the organization is navigating significant changes, and I want to be part of the solution. I am flexible, adaptable, and ready to learn new systems and processes to contribute effectively in a new capacity.

I am requesting a meeting to discuss available opportunities and how my skills might best serve the company's current needs. I am prepared to begin this transition as soon as appropriate and will work diligently to minimize any disruption during the change.

Thank you for your consideration during this challenging time. I remain committed to [Company Name] and hopeful about continuing my career here.

Sincerely,

[Your Name]

[Current Position/Department]

[Employee ID]

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