

Lateral Transfer for Health/Accommodation Reasons - Formal

Subject: Request for Lateral Transfer - Medical Accommodation

Dear [HR Manager's Name],

I am writing to request a lateral transfer to a position that better accommodates my current medical situation. As documented with [HR/Occupational Health], I have been experiencing [general description of condition] that makes certain aspects of my current role challenging.

After consulting with my healthcare provider and reviewing the ADA accommodation process, I believe a lateral transfer to [Position Type] in [Department] would allow me to continue contributing effectively while managing my health needs. This type of role would provide [specific accommodations needed: reduced physical demands/flexible scheduling/remote work options/etc.].

I want to emphasize my commitment to [Company Name] and my desire to continue my employment in a capacity that works for both my health requirements and the organization's needs. I have attached documentation from my healthcare provider outlining the recommended accommodations.

I am confident that I can perform excellently in roles that [describe suitable work conditions], and I am eager to discuss how we can make this transition successful. My skills in [relevant abilities] remain strong, and I am prepared to undergo any necessary training for a new position.

I would appreciate the opportunity to meet with you and discuss available options that might be suitable. Please let me know what additional information or documentation you need from me to move forward with this request.

Thank you for your understanding and support.

Respectfully,

[Your Name]

[Current Position]

[Contact Information]

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