

Lateral Transfer to Resolve Workplace Conflict - Professional

Subject: Lateral Transfer Request

Dear [HR Manager's Name],

I am writing to request a lateral transfer to another team or department within [Company Name].

After careful consideration, I believe this move would be in the best interest of both my professional effectiveness and the overall productivity of my current team.

Despite my efforts to address challenges in my current work environment, I have found it increasingly difficult to perform at my highest level. I believe a fresh start in a different team would allow me to refocus on delivering quality work without the interpersonal complications that have emerged.

I want to be clear that I remain fully committed to [Company Name] and have no desire to leave the organization. My work performance and dedication to company goals have not changed, and I am confident that in a different setting, I can continue to contribute meaningfully to our collective success.

I am open to positions in [Department 1], [Department 2], or similar areas where my skills in [relevant abilities] would be valuable. I am flexible regarding specific roles and am willing to take on new responsibilities as needed.

I would appreciate a confidential discussion about available opportunities and the process for making this transition as smooth as possible. I am committed to maintaining professionalism throughout any transition period.

Thank you for your consideration and discretion in this matter.

Sincerely,

[Your Name]

[Current Position]

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