

Lateral Transfer Acceptance Email - Professional

Subject: Acceptance of Lateral Transfer to [New Position]

Dear [Manager's Name/HR Manager's Name],

I am writing to formally accept the lateral transfer to the position of [New Position Title] in the [New Department], effective [Start Date]. I am excited about this opportunity and grateful for the confidence the organization has shown in me.

I want to express my appreciation to my current team in [Current Department] for the support and knowledge they have provided during my time here. I am committed to ensuring a smooth transition and will work closely with [Current Manager's Name] to document processes and assist in training my successor.

I am looking forward to joining the [New Department] team and contributing to [specific goals or projects]. I am confident that my experience in [relevant areas] will enable me to add value quickly while I learn the nuances of this new role.

Please let me know if there are any forms, orientations, or preparatory steps I should complete before my official start date. I am eager to begin this new chapter and appreciate everyone's support in making this transition possible.

Thank you once again for this opportunity.

Best regards,

[Your Name]

[Current Position]

[Contact Information]

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