

**Template Lateral Transfer Letter (Voluntarily Accepting a Change in Assignment)
Current Covered Employee to Covered Position**

(COPY TO AGENCY LETTERHEAD)

Date

Name

Address

City, State, Zip Code

Dear Employee Name:

This letter is to confirm your lateral transfer to the position of (job title) with the (state agency name, division name). We have agreed that the effective date of the transfer will be (date).

This position is available for remote work on a full-time basis within Arizona (including virtual office arrangement). OR

This position may be available for remote work within Arizona (indicate the days per week in the office/hoteling). OR

This position may offer the ability to work remotely, within Arizona, based upon the department's business needs and continual meeting of expected performance measures.

In accordance with State Personnel Rule R2-5A-402(H), there will be no change in your current annual salary of \$(amount). [OR, if the position is hourly: at your current hourly rate of \$(amount) per hour.]

By voluntarily accepting a change in assignment to another position in covered service, you will remain a covered employee. As a lateral transfer employee, you are ineligible for an increase to your base salary during the first six months in your new position.

Please report to (supervisor's name) on (date) at (time) to review your new duties and responsibilities.

I look forward to having you as part of our team. If you have any questions, please do not hesitate to contact me at (contact phone number).

Sincerely,

Name of Appointing Authority

Title of Appointing Authority

Please indicate your understanding and acceptance of the terms of this transfer by signing and returning the attached copy of this letter.

Employee's Signature

Date

c: Employee's Personnel File

Note: The appointing authority shall provide two copies of the letter to the employee (one to be signed and returned and the other for the appointee's records) and track the document to make sure the employee returns the signed copy.