

Department Change Appeal

Your Name: [Your Name]

Your Address: [Your Address]

Date: [Date]

To,

HR Department
[Company Name]
[Company Address]

Subject: Appeal for Department Change

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request a transfer from my current department, [Current Department Name], to [Desired Department Name]. I believe this change will not only better align with my skills and career goals but also contribute positively to the company's objectives.

Over the past [duration] with [Current Department Name], I have appreciated the opportunities to grow and learn. However, I feel that [reason for the appeal, e.g. declining motivation, lack of growth opportunities, etc.], which has prompted me to seek a change.

I have a past experience in [Related Experience], which I believe makes me a good candidate for [Desired Department Name]. I am excited about the potential to contribute to projects such as [specific project or task in the desired department], and to work alongside the talented team there.

I kindly request a meeting to discuss my appeal further and would appreciate any support you can provide in facilitating this transition.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Contact Information]