

Application for Interdepartmental Transfer

Date: [Insert Date]

[Your Name]

[Your Current Position]

[Your Department]

[Your Employee ID]

[Your Contact Information]

[Manager's Name]

[Manager's Position]

[Department Name]

[Company Name]

Dear [Manager's Name],

I am writing to formally request an interdepartmental transfer from [Current Department] to [Target Department]. Having spent [duration] in my current role, I have gained valuable experience and skills that I believe would be beneficial to [Target Department].

My primary motivation for this transfer is [reason for transfer, e.g., alignment with career goals, interest in new challenges, etc.]. I am particularly drawn to [specific projects or responsibilities in the Target Department], and I am excited about the opportunity to contribute to the team in a more impactful way.

I appreciate your consideration of my request and would welcome the chance to discuss this further. Thank you for your support.

Sincerely,

[Your Name]