

# Departmental Transfer Request

Date: [Insert Date]

To,

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position in the [Current Department] to the [Desired Department]. I have enjoyed my time working in [Current Department] and have learned a great deal; however, I believe that this transfer will better align with my career goals and skills.

My experience in [mention relevant experience or skills] has prepared me to contribute effectively to the [Desired Department]. I am eager to take on new challenges and further develop my expertise in [specific area related to the desired department].

I appreciate your consideration of my request and would be happy to discuss this further at your convenience. Thank you very much for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]