

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my interest in transferring to the [desired team/department] within [Company Name]. After careful consideration and reflection on my career goals and aspirations, I believe that this move would better align with my professional development and passion for [specific area or project associated with the team].

During my time in [current team/department], I have gained valuable skills such as [mention specific skills or experiences]. However, I feel that my strengths in [specific skills or areas] would be more effectively utilized in [desired team/department]. I am excited about the opportunity to contribute to [mention any specific projects, goals, or values of the new team].

I am eager to bring my experience in [mention relevant experience] to the [desired team/department] and collaborate with the team to further [specific goals or projects]. I am confident that my transition would not only benefit my career growth but also positively impact the team's overall performance.

Thank you for considering my request. I would appreciate the opportunity to discuss this further and explore how I can contribute to the [desired team/department].

Sincerely,

[Your Name]