

Request for Department Change

Date: [Insert Date]

To,

[Manager's Name]

[Department Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request a transfer from my current position in the [Current Department] to the [Desired Department]. After careful consideration, I believe that this change will not only align more closely with my professional goals but also enhance my contributions to the company.

Having gained valuable experience in [Current Department] over the past [duration], I am confident that my skills in [specific skills] can be effectively utilized in the [Desired Department]. I believe this move would be beneficial for both my career development and the overall success of our organization.

I would appreciate the opportunity to discuss this request further at your convenience. Thank you for considering my application for a departmental transfer. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]