

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request assistance with my upcoming transition to a new position within the organization.

Having enjoyed my time in [Current Position/Department], I am eager to explore new opportunities that align with my career goals. However, I am aware that transitioning to a new role can be challenging, and I would greatly appreciate any resources or support the company might offer to facilitate this process.

Specifically, I would like to discuss the possibility of accessing job transition services, such as career counseling, resume workshops, or mentorship programs that may be available to employees in my situation.

Thank you for considering my request. I look forward to your response and hope to discuss this matter with you at your earliest convenience.

Sincerely,

[Your Name]