

Internal Transfer Request

Date: [Insert Date]

To: [Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an internal transfer within the company. After careful consideration, I believe that a change in my current position would help improve my work-life balance, allowing me to be more productive and engaged at work.

I am interested in the [Target Position] in the [Target Department] as I feel that it aligns better with my personal circumstances and professional goals. I am confident that my skills in [specific skills] would contribute positively to the team.

I appreciate the opportunities I have been given in my current role as [Current Position] and value the support from the team. However, I believe that this transfer will facilitate a more balanced approach to my work and personal commitments.

Thank you for considering my request. I am eager to discuss this further and explore the possibilities available. Please let me know a convenient time for us to meet.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]