

# Internal Transfer Request

Date: [Insert Date]

To:

[Manager's Name]

[Current Department]

[Company Name]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position in the [Current Department] to the [Target Department]. After careful consideration, I believe that this change aligns better with my career goals and will allow me to contribute more effectively to the organization.

I have enjoyed my time in the [Current Department], and I am grateful for the support and opportunities I have received. However, I am eager to explore new challenges and believe that my skills in [mention relevant skills or experience related to the new department] would be beneficial in the [Target Department].

I am confident that this transition would be mutually beneficial, and I am committed to ensuring a smooth handover of my current responsibilities. I would love the opportunity to discuss this further and would appreciate any guidance you may have regarding the next steps.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]