

# Internal Transfer Request for Mentorship Opportunities

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Internal Transfer to Mentorship Program

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an internal transfer to the [specific department or team] to participate in the mentorship program. I believe this opportunity will allow me to enhance my skills and contribute more effectively to our organization.

Having worked in [current department] for [duration], I have gained valuable experience in [mention relevant skills or projects]. However, I am eager to learn and grow in [area of interest], and I believe that being part of this mentorship program will provide me with the guidance and insights needed to achieve that goal.

I am committed to maintaining my responsibilities in my current role during this transition and will ensure a smooth process should my request be granted.

Thank you for considering my request. I look forward to discussing this possibility further.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]