

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an internal transfer to [Desired Position/Department] due to personal reasons. Over the past [duration of employment], I have immensely enjoyed my time in [Current Position/Department], and I deeply appreciate the opportunities for growth and development.

However, due to [briefly explain personal reasons, e.g., family commitments, relocation, etc.], I believe that a transfer to [Desired Position/Department] would be beneficial both for my personal circumstances and for my continued contribution to the company.

I am excited about the possibility of bringing my skills in [specific skills/experience relevant to the new position] to [Desired Position/Department] and continue my commitment to [Company Name]. I would appreciate your consideration of my request and am willing to discuss this matter at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]