

Request for Internal Transfer

Date: [Current Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Current Department]

Position: [Your Current Position]

Dear [Manager's Name],

I am writing to formally request an internal transfer to the [Target Department] in [Target Location] due to [brief reason for relocation, e.g., personal circumstances, family reasons, etc.]. I believe that this move will not only benefit my personal situation but also allow me to contribute more effectively to the company in a new capacity.

I have enjoyed working in [Current Department] and have gained valuable experience during my time here. As I transition, I am committed to ensuring a smooth handover of my responsibilities and would be happy to assist in training my replacement, if necessary.

I would appreciate the opportunity to discuss this request with you at your earliest convenience. Thank you for considering my application for this transfer.

Sincerely,

[Your Name]

[Your Contact Information]