

Inter-Office Transfer Request Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Inter-Office Transfer

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an inter-office transfer from my current position in [Current Department] to [Desired Department].

My motivation for this transfer is to enhance team compatibility and contribute more effectively to [Desired Department's goals/initiatives]. I believe my skills in [relevant skills or experience] would complement the team's efforts and lead to greater synergy within the department.

I have discussed my interest with [Desired Department Manager's Name], and they are supportive of my transfer. I am eager to bring my strengths in [specific strengths] to the new team.

I am committed to facilitating a smooth transition and can assist in training my replacement during the transfer process. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]