

# Internal Role Transition Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Internal Role Transition

Dear [Manager's Name],

I am writing to formally propose my transition to the [New Role Title] position within [Department/Team Name]. After careful consideration and discussions with colleagues, I believe that my skills and experiences align well with the requirements of this role.

In my current position as [Current Role Title], I have successfully [mention relevant achievements or responsibilities], which I believe have prepared me for the challenges and opportunities that the [New Role Title] position presents.

I am eager to contribute further to our team's success and believe that this transition will not only benefit my professional growth but also enhance the productivity and effectiveness of the team. I am confident that my [mention key skills or experiences relevant to the new role] will add value and support our strategic goals.

I am open to discussing this proposal at your earliest convenience and would appreciate your guidance on the next steps in the transition process.

Thank you for considering my proposal. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]