

Internal Job Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position as [Your Current Position] in the [Your Current Department] to the [Target Position] in the [Target Department]. I believe this transfer aligns with my career goals and will allow me to further contribute to the company.

Through my current role, I have developed [briefly mention relevant skills or experiences], which I believe will translate well to the [Target Position]. I am enthusiastic about the opportunity to bring my skills in [specific skills relevant to the new position] to the [Target Department].

I am committed to ensuring a smooth transition and am willing to assist in training a replacement during the notice period. I genuinely appreciate your consideration of my request and would be happy to discuss this in further detail at your convenience.

Thank you very much for your attention.

Sincerely,

[Your Name]

[Your Contact Information]