

Intra-Company Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Intra-Company Transfer Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an intra-company transfer to [Target Location/Department] due to [reason for transfer, e.g., personal circumstances, career growth opportunities, etc.].

Having been with [Company Name] for [duration] in the [Current Department/Position], I believe that this transfer will not only help me achieve personal goals but also contribute positively to the team's objectives at the new location.

Please let me know if there are any procedures or formalities I should complete regarding this request. I am looking forward to your guidance and support in this matter.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]