

Promotion and Transfer Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Subject: Request for Promotion and Transfer

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request consideration for a promotion and transfer within [Department/Location] at [Company's Name]. Having been a part of this team for [duration of employment], I believe I have consistently demonstrated my commitment and contributions to our collective goals.

During my tenure, I have successfully [mention key achievements or responsibilities, e.g., improved processes, led projects, exceeded targets, etc.]. I firmly believe that my skills and experience will be valuable to [Department/Location you wish to transfer to], where I hope to contribute even more significantly to the company's success.

I am eager to take on new challenges and responsibilities that come with a higher position and am confident in my ability to excel in [New Position Title] role. I am committed to furthering my professional growth and enhancing the team's performance.

I appreciate your consideration of my request and would welcome the opportunity to discuss this in further detail. Thank you for your support and guidance during my journey with [Company's Name].

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]