

# Letter of Request for Department Transfer

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Manager's Name]  
[Department Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transfer from my current position in [Current Department] to [Desired Department]. I have given this considerable thought and believe that this change will not only align better with my career goals but also significantly contribute to the success of our organization.

During my time in the [Current Department], I have gained valuable experience and skills, but I feel that my strengths and interests are better suited for the [Desired Department]. I am excited about the possibility of taking on new challenges and contributing to the team in [Desired Department].

I would appreciate the opportunity to discuss this request with you and explore how my skills can be utilized in [Desired Department]. I am confident that this transfer will be mutually beneficial.

Thank you for considering my request. I look forward to your positive response.

Warm regards,  
[Your Name]  
[Your Job Title]  
[Employee ID if applicable]