

Request for Job Transfer

Date: [Insert Date]

To,

[Manager's Name]

[Department Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position as [Your Current Job Title] in the [Current Department] to the [Desired Department] as [Desired Job Title]. I have enjoyed my time working in [Current Department] and have gained significant experience. However, I believe that a transfer to [Desired Department] aligns more closely with my career goals and aspirations.

During my time in [Current Department], I have developed skills such as [List Relevant Skills or Experiences] which I believe would be beneficial in [Desired Department]. I am eager to contribute to the success of our company in a different capacity and bring my background in [Specific Skills or Experience] to the new role.

I am happy to discuss my request further and provide any additional information you may need. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Current Job Title]

[Your Contact Information]