

# Request for Role Change and Transfer

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change in my current role and a transfer to [new department/position] within [Company's Name].

Over the past [duration in current role], I have gained valuable experience in [current responsibilities] and have developed a keen interest in [new role/department]. I believe that my skills in [specific skills] align well with the requirements of the [new role/department].

I am excited about the opportunity to contribute to [new team/department] and am confident that my background will allow me to make a meaningful impact.

Thank you for considering my request. I am happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]