

Transfer Application for New Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 transfer from my current position as [Your Current Position] in the [Current Department] to the [New Position] in the [New Department]. I believe that this new role aligns closely with my career goals and skill set.

During my time at [Company's Name], I have gained valuable experience in [briefly mention relevant skills or experiences]. I am excited about the opportunity to contribute to [New Department] and further develop my career within the company.

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

Sincerely,

[Your Name]