

Internal Job Application for Departmental Transfer

Date: [Insert Date]

To,
[Manager's Name]
[Department Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally apply for the [Position Title] in the [New Department Name] that was recently advertised. Having been a part of the [Current Department Name] for [duration] years, I believe that my skills and experiences align well with the requirements of the position.

Throughout my time here, I have demonstrated [mention any relevant skills or achievements], and I am eager to bring this expertise to the [New Department Name]. I am excited about the opportunity to contribute to new projects and collaborate with the talented team in [New Department Name].

I am grateful for the opportunities I have had in [Current Department Name], and I am looking forward to advancing my career within [Company Name]. I believe this transfer will allow me to further develop my skills in [mention specific area or skill relevant to new department], as well as contribute positively to the team.

Please let me know if you require any additional information or if there are formalities I need to complete. I appreciate your consideration of my application and look forward to discussing this exciting opportunity with you.

Thank you for your time.

Sincerely,
[Your Name]
[Your Current Position]
[Your Contact Information]