

# Internal Transfer Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Internal Transfer for Team Realignment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose an internal transfer for myself as part of the upcoming team realignment process within [Company/Department Name]. After careful consideration, I believe that moving to [New Team/Position Name] will allow me to best utilize my skills and contribute more effectively to our organizational goals.

Over the past [duration] in my current role as [Current Position Name], I have gained valuable experience in [mention relevant skills/experience]. I am confident that my background in [specific area related to the new position] aligns well with the objectives of [New Team/Position Name].

I am eager to take on new challenges and collaborate with [New Team] to help drive our projects forward. Furthermore, I believe that this transition will foster a more dynamic and productive environment for all involved.

I appreciate your consideration of my proposal and would be happy to discuss it further at your convenience. Thank you for your time and support.

Warm regards,

[Your Name]

[Your Current Position]

[Your Contact Information]