

# Internal Department Transfer Request

Date: [Insert Date]

To: [Manager's Name]

Department: [Current Department]

From: [Your Name]

Position: [Your Current Position]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position in [Current Department] to [Desired Department]. I believe that this move aligns with my career goals and will allow me to contribute more effectively to the organization.

Throughout my time in [Current Department], I have gained valuable experience in [mention relevant skills or experiences]. I am enthusiastic about the opportunity to bring this experience to [Desired Department], where I believe I can make a significant impact.

I am willing to discuss this transfer at your earliest convenience and am open to your feedback regarding the transition process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]