

Request for Change of Department Assignment

To,

The Manager,
[Current Department Name]
[Company Name]
[Company Address]

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change of my department assignment from [Current Department Name] to [Desired Department Name]. I believe that my skills and experiences align more closely with the responsibilities and goals of the [Desired Department Name].

I have thoroughly enjoyed my time in [Current Department Name] and appreciate the opportunities for professional growth and development. However, I am eager to explore new challenges and contribute to the success of [Desired Department Name]. I am confident that this transition would not only enhance my career growth but also benefit the company.

I would be grateful if we could discuss this request at your earliest convenience. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]
[Your Employee ID]