

Request for Transfer to New Department

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position in [Current Department] to the [Target Department]. After careful consideration, I believe this transition aligns with my career goals and skills.

During my time in [Current Department], I have gained valuable experience in [mention relevant skills or experiences]. I am excited about the opportunity to contribute to [Target Department] and further develop my professional abilities.

I would greatly appreciate your support in facilitating this transfer. I am happy to discuss this in further detail at your earliest convenience.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]