

Application for Departmental Transfer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Department Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position in the [Current Department] to the [Desired Department] within [Company's Name]. I have enjoyed the opportunities and experiences in my current role, but I believe transitioning to the [Desired Department] aligns more closely with my career goals and aspirations.

My experience in [briefly mention relevant experience] has equipped me with the necessary skills and insights to contribute effectively to the [Desired Department]. I am enthusiastic about the opportunity to bring my strengths in [mention specific skills or attributes] to your team.

I am looking forward to discussing this possibility and am hopeful for your support. Thank you for considering my request for a departmental transfer. I appreciate your time and understanding.

Sincerely,

[Your Name]