

Letter of Intent for Job Transfer

Date: [Insert Date]

[Your Name]

[Your Current Job Title]

[Department Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position in the [Current Department] to the [Desired Department] as a [Desired Job Title]. I have thoroughly enjoyed my time in [Current Department] and have gained invaluable experience. However, I believe that transitioning to [Desired Department] would better align with my career goals and professional growth.

Throughout my time at [Company Name], I have demonstrated my commitment to our team's success and have consistently contributed to our projects, particularly [mention specific achievements or projects]. I am excited about the possibility of leveraging my skills in [specific skills related to the new job] to contribute further to [Desired Department].

I appreciate your consideration of my request and would be grateful for the opportunity to discuss this potential transfer in more detail. Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Contact Information]