

Department Change Justification Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company 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 [Target Department]. After reflecting on my career objectives and my skills, I believe that this change would greatly benefit both myself and [Company Name].

There are several reasons for my request:

- **Alignment with Career Goals:** Explain how the new department aligns with your long-term career aspirations.
- **Utilization of Skills:** Discuss specific skills that you possess which would be beneficial to the new department.
- **Contribution to Company Goals:** Highlight how this change would support the overall objectives of the company.

I am committed to ensuring a smooth transition and am willing to assist in any way to facilitate this change. I appreciate your consideration of my request, and I am looking forward to discussing this further.

Thank you for your time and understanding.

Sincerely,
[Your Name]