

# Proposal for Role Transition

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Role Transition

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a transition from my current role as [Your Current Position] to [Proposed Position]. After [duration in current role], I have gained valuable experience and skills that I believe can be further utilized in [Proposed Position].

In my current role, I have successfully [mention key achievements or contributions], which I feel have prepared me for the challenges and responsibilities of the proposed position.

I am particularly enthusiastic about [mention specific aspects of the new role or department that interest you], and I am confident that my background in [relevant skills or experiences] will add value to the team.

Thank you for considering my proposal. I would appreciate the opportunity to discuss this further and explore how these changes could benefit both myself and the company.

Looking forward to your response.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]