

# Request for Internal Job Relocation

Date: [Insert Date]

[Your Name]  
[Your Current Job Title]  
[Your Department]  
[Your Contact Information]

To: [Supervisor's Name]  
[Supervisor's Job Title]  
[Company Name]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a relocation to the [Target Department/Position] within [Company Name]. After careful consideration of my career goals and the direction of my professional growth, I believe this move aligns well with both my aspirations and the needs of the company.

Having spent [duration in current position] in the [current department], I have gained valuable experience and insight into our organizational processes. I am excited about the opportunity to contribute to the [Target Department/Position] and further utilize my skills in [mention relevant skills or experiences related to the new position].

I am confident that this transition will not only enhance my career development but will also be beneficial for our team and the organization as a whole. I would appreciate the opportunity to discuss this further and explore how my experience can be leveraged in [Target Department].

Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]