

Consent for Departmental Transfer

Date: [Insert Date]

To,

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I, [Your Name], holding the position of [Your Position] in the [Current Department Name], would like to formally express my consent for my transfer to the [New Department Name] department, as discussed in our recent meetings.

I understand the responsibilities and expectations associated with this transfer and I am excited about the opportunity to contribute to the new team.

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

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]