

Cross-Functional Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Cross-Functional Transfer

Dear [Manager's Name],

I am writing to formally request a cross-functional transfer from my current position as [Your Current Position] in the [Current Department Name] to the [Desired Department Name] as [Desired Position].

Over the past [duration in current role], I have gained valuable experience and skills that I believe would greatly benefit the [Desired Department Name]. I am particularly interested in [briefly explain your motivation for the transfer and any specific projects or skills relevant to the new department].

I believe that this transfer aligns well with my career goals and will allow me to contribute more effectively to the organization. I am eager to bring my strengths in [mention key skills] to your team.

I would appreciate the opportunity to discuss this request further at your earliest convenience. Thank you for considering my application for this transfer.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]