

Inter-Office Transfer Application

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Current Department]

Subject: Application for Inter-Office Transfer

Dear [Manager's Name],

I am writing to formally request an inter-office transfer from my current position in [Current Department] to [Desired Department] effective [Desired Transfer Date].

Over the course of my tenure at [Company Name], I have greatly appreciated the opportunities for professional growth and development. However, I believe that my skills in [Relevant Skills] align more closely with the objectives of the [Desired Department].

I am confident that this transfer will allow me to contribute more effectively to the organization while also enhancing my career development.

Thank you for considering my application. I look forward to discussing this opportunity further.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]