

Internal Employee Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Employee's Name]

Department: [Current Department]

Position: [Current Position]

Dear [Manager's Name],

I am writing to formally request a transfer to the [Desired Department/Position] department. I have enjoyed my time in [Current Department] and have gained valuable experience. However, I believe that a transition to [Desired Department/Position] aligns with my career goals and interests.

Throughout my time here, I have acquired skills in [List Relevant Skills or Experience] that I believe will be beneficial in the [Desired Department/Position]. I am excited about the possibility of contributing to our organization in a new capacity.

I am willing to assist in the transition process to ensure a smooth handover of my current responsibilities. Thank you for considering my request. I look forward to discussing this opportunity further.

Sincerely,

[Employee's Name]

[Contact Information]