

# Role Change Transfer Request

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transfer to the [New Role/Department] within our organization. I have greatly enjoyed my time as [Current Role] and have learned valuable skills that I believe would be beneficial in the new position.

After careful consideration, I feel that this change aligns well with my career aspirations and will allow me to contribute to the team more effectively. I am particularly excited about [mention any specific aspects of the new role that interest you].

I am confident that my experience and skills will be an asset in the new role. I would be grateful for your support in this transition and would appreciate any guidance you could offer during the process.

Thank you for considering my request. I look forward to discussing this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]