

Temporary Employee Transfer Application

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a temporary transfer from my current position as [Your Job Title] in the [Current Department] to the [Target Department] for the period of [Start Date] to [End Date]. This transfer will provide me with the opportunity to [explain reason for transfer, e.g., gain new skills, assist with a project, etc.].

I believe that my skills in [mention relevant skills or experiences] will be beneficial to the team, and I am eager to contribute effectively during this period.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]