

Voluntary Employee Transfer Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a voluntary transfer from my current position as [Your Current Job Title] in the [Current Department] to the position of [Desired Job Title] in the [Desired Department].

Having been a part of [Company Name] for [Duration of Employment], I believe this transfer would align with my career goals and enable me to contribute more effectively to the company.

I appreciate your consideration of my request and am happy to discuss this further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]