

# Internal Transition Letter

Date: \_\_\_\_\_

To: [Manager's Name]

From: [Your Name]

Subject: Internal Transition Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transition from my current position in the [Current Department Name] to the [Target Department Name]. After careful consideration, I believe that this move aligns with my career goals and will allow me to contribute more effectively to the organization.

During my time in the [Current Department Name], I have gained valuable experience in [specific skills or knowledge gained]. I am excited about the opportunity to apply these skills in the [Target Department Name] and to further develop my capabilities within the company.

I would appreciate the chance to discuss this transition in more detail and explore how I can facilitate a smooth handover of my current responsibilities. Please let me know when you would be available for a meeting.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]