

Job Application for Internal Position Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a transfer to the [specific position] within [Department Name] at [Company's Name]. I have enjoyed my tenure as [Your Current Position] in [Your Current Department] and am excited about the opportunity to contribute to [Department Name] with my skills and experience.

During my time in [Your Current Position], I have developed skills in [mention relevant skills or experiences]. I believe that these qualifications will enable me to make valuable contributions to the [new team or department].

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

Thank you for your attention to my application.

Sincerely,

[Your Name]