

Job Reassignment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally inquire about the possibility of a job reassignment within [Company's Name]. I have been with the company for [duration] and have greatly enjoyed my time in the [current department or position]. However, I am interested in exploring opportunities in [desired department or position] that align more closely with my skills and career goals.

I believe that my experience in [mention relevant experience] will allow me to contribute effectively in [desired position]. I am eager to bring my expertise in [specific skills or technologies] to your team.

I would appreciate the opportunity to discuss this further and explore potential fit within the organization. Please let me know a suitable time for us to meet.

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

Sincerely,

[Your Name]