

Job Application for Departmental Transfer

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Department Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position in the [Current Department Name] to the [Desired Department Name]. I believe that my skills and experiences align well with the responsibilities of the new role, and I am eager to contribute positively to the team.

During my tenure in the [Current Department Name], I have [briefly mention relevant experiences or achievements]. I am excited about the opportunity to further develop my expertise and contribute to the company's goals through the new department.

I am looking forward to discussing this opportunity further and am happy to provide any additional information needed. Thank you for considering my request.

Sincerely,
[Your Name]