

Internal Job Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Internal Job Transfer

Dear [Manager's Name],

I am writing to formally request an internal transfer to the [New Position Title] position within the [Department/Team Name] department. After considering my career goals and interests, I believe that this position aligns well with my skills and aspirations.

Over the course of my time at [Current Department/Team], I have enjoyed my role and have learned invaluable skills that I would like to apply in the [New Department/Team]. I am particularly excited about [mention any specific project, opportunity, or aspect of the new role that interests you].

I am committed to ensuring a smooth transition and would be happy to assist in training a replacement or completing any outstanding tasks before my transfer. I appreciate your consideration of my request and am open to discussing this matter at your earliest convenience.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]