

Departmental Transfer Proposal

Date: [Insert Date]

[Your Name]

[Your Current Job Title]

[Your Department]

[Your Contact Information]

[Manager's Name]

[Manager's Job Title]

[Department Name]

[Company Name]

Dear [Manager's Name],

I am writing to formally propose my transfer from [Current Department] to [Desired Department] due to [brief explanation of the reason for transfer, e.g., career growth, skill enhancement, etc.]. I believe that this move aligns with my career goals and would allow me to contribute more effectively to the organization.

Throughout my time in [Current Department], I have developed [mention any relevant skills or experiences], and I am eager to leverage these in [Desired Department]. I am particularly excited about [mention any specific projects, teams, or goals of the desired department that interest you].

I am open to discussing this proposal further at your convenience and exploring how this transfer can benefit both my professional development and the company as a whole.

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

Sincerely,

[Your Name]

[Your Job Title]