

Internal Job Relocation Suggestion

[Your Name]

[Your Position]

[Department]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose an internal job relocation opportunity that I believe would benefit both my career development and the organization.

As you are aware, I have been [briefly describe your current role and responsibilities]. While I have enjoyed my time in this position, I am interested in exploring possibilities within [Department/Team you are interested in] to [explain why the relocation is appealing, such as enhancing skills, contributing more to the company, etc.].

I strongly believe that my experience in [mention relevant skills or experiences] would complement the team's objectives. I am eager to leverage my skills to contribute to [specific projects or goals of the new team].

I would appreciate the opportunity to discuss this suggestion further and explore how this transition could be facilitated. Thank you for considering my request. I look forward to your feedback.

Best regards,

[Your Name]

[Your Contact Information]