

Position Reassignment Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Position Reassignment

Dear [Recipient's Name],

I am writing to formally propose a reassignment of my current position from [Current Position] to [Proposed Position]. I believe that this transition would not only align more closely with my skills and strengths but also benefit our team and organization significantly.

[Briefly explain reasons for the reassignment, including your qualifications and how it would benefit the organization.]

I am enthusiastic about the opportunity to contribute to our goals in this new capacity and am open to discussing this proposal further at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]