

Internal Job Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Position: [Your Current Position]

Department: [Your Current Department]

Dear [Manager's Name],

I am writing to formally request an internal transfer to the [Target Department Name] department. After much consideration, I believe that this transition aligns with my professional goals and will allow me to contribute further to the organization.

My experience in [mention relevant experience or skills] has prepared me well for this new role. I am particularly interested in [mention specific aspects of the new department or position], and I believe my skills in [list relevant skills] will be beneficial in achieving the department's objectives.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement during the notice period. I appreciate your consideration of my request and look forward to discussing this matter further.

Thank you for your support.

Sincerely,

[Your Name]

[Your Contact Information]