

Internal Job Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Current Department]

Dear [Manager's Name],

I am writing to formally request an internal job transfer to [New Position/Department] based on my forthcoming relocation to [New Location]. My experience and contributions at [Current Department/Company] have equipped me with the skills necessary to excel in this new opportunity.

Given the personal circumstances that lead to my relocation, I am eager to continue my career at [Company Name] in a role that aligns with my skills while accommodating my new location. I believe that this transfer would not only benefit my career growth but also allow me to remain a dedicated member of our team.

I appreciate your consideration of my request and would welcome the opportunity to discuss this further. Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]