

Internal Job Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Internal Job Transfer

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transfer to the [Desired Position/Department] within the company. After careful consideration, I believe that this move will significantly enhance my work-life balance and allow me to contribute more effectively to our organizational goals.

Having worked in my current role for [Time Period], I have greatly appreciated the opportunities for growth and development that I have received. However, due to [briefly explain reason for seeking better work-life balance], I feel that a position in [New Department/Position] would better suit my current personal and professional needs.

I am committed to ensuring a smooth transition and am willing to assist in any way possible to facilitate this process. I am confident that this change will not only benefit me but also allow me to bring new perspectives and ideas to the [New Department/Position].

Thank you for considering my request. I would appreciate the opportunity to discuss this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]