

# Application for Position Realignment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a position realignment within [Company's Name]. After careful consideration of my skills and the current organizational needs, I believe that transferring to the [desired position/department] would not only enhance my contribution to the team but also align better with my career goals.

Over the course of my tenure at [Company's Name], I have developed skills in [mention relevant skills], which I believe would be beneficial in the [desired position/department]. I am committed to continuing my professional growth and contributing to the company's success in this new capacity.

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

Sincerely,

[Your Name]