

# Proposal for Job Position Change

Date: [Insert Date]

[Your Name]

[Your Current Position]

[Your Department]

[Your Company Name]

[Your Email]

[Your Phone Number]

Dear [Manager's Name],

I am writing to formally propose a change in my current job position from [Current Position] to [Proposed Position]. After careful consideration of my skills, experiences, and career goals, I believe this change will benefit both my professional development and contribute positively to our team's objectives.

In my [duration in current position] at [Company Name], I have successfully [mention any key achievements or contributions]. I am eager to leverage my skills in [mention relevant skills related to the proposed position] to enhance our operations and achieve [specific goals related to the proposed position].

I have conducted research on the requirements of the [Proposed Position] and am confident that my background in [mention relevant experience or education] aligns well with the expectations of the role. Additionally, I am committed to undergoing any necessary training or professional development to ensure my success in this position.

I would appreciate the opportunity to discuss this proposal further and explore how I might contribute more strategically to our team. Please let me know a convenient time for us to meet.

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

Sincerely,

[Your Name]