

Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transfer to [New Department/Location] for an opportunity that aligns with my career goals and aspirations. I have enjoyed my time in [Current Department/Location] and am grateful for the support and experiences I have gained.

The opportunity in [New Department/Location] is particularly exciting to me because [briefly explain why you are interested in the new position]. I believe that my experience in [Current Role/Department] has equipped me with the skills necessary to contribute effectively to the team.

I am willing to assist in the transition and ensure a smooth handover of my current responsibilities. Please let me know if we can discuss this further or if there are any formal procedures I need to follow in this process.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]