

# Internal Transfer Application

Date: [Insert Date]

To,

HR Manager,  
[Company Name]  
[Company Address]

Subject: Application for Internal Transfer

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request an internal transfer from my current position in the [Current Department Name] to the [New Department Name]. I have thoroughly enjoyed my time in [Current Department Name] and have gained valuable experience; however, I believe that the [New Department Name] aligns more closely with my career goals and skills.

My time in the current role has provided me with [mention any relevant skills or experiences], which I believe will contribute positively to the [New Department Name]. I am particularly excited about the opportunity to [mention any specific project or responsibility in the new department that interests you].

I am committed to ensuring a smooth transition and will work diligently to hand over my responsibilities in the current department. I would appreciate the opportunity to discuss this transfer further and am looking forward to your positive response.

Thank you for considering my application.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Contact Information]