

# Departmental Transfer Application

To,

HR Manager,  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

**Subject:** Application for Departmental Transfer

Dear [HR Manager's Name],

I am writing to formally request a transfer from my current position in the [Current Department Name] to the [Desired Department Name]. I have thoroughly considered this decision and believe that this transfer aligns with both my career goals and the objectives of our organization.

During my time in [Current Department Name], I have had the opportunity to [briefly mention any relevant experience or skills]. I am eager to bring my experience and contribute positively to the team in [Desired Department Name].

I am confident that this move will enhance my skills and provide me with the chance to engage in new challenges.

Thank you for considering my request. I am looking forward to discussing this further and am available at your earliest convenience.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Employee ID]  
[Your Contact Information]