

Internal Job Transfer Request

Date: [Insert Date]

[Your Name]
[Your Current Position]
[Your Department]
[Your Contact Information]
[Your Employee ID]

To: [Manager's Name]
[Manager's Position]
[Department Name]

Dear [Manager's Name],

I am writing to formally request a transfer to the [New Position] within the [New Department] that was recently advertised. I believe my skills in [mention relevant skills or experiences] align well with the requirements of the position.

In my current role as [Your Current Position], I have successfully [mention any relevant achievements or contributions]. I am eager to continue my career development and contribute to [Company Name] in a new capacity.

I would appreciate the opportunity to discuss this transfer request with you at your earliest convenience. Thank you for considering my application for this position.

Sincerely,

[Your Name]