

Job Position Change Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Job Position Change

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change in my job position within [Company Name]. I have greatly appreciated my time as [Current Position] and have learned a lot; however, I believe that transitioning to the role of [Desired Position] would better align with my skills and career goals.

Over the past [Duration at Current Position], I have developed [specific skills or experiences relevant to the desired position]. I am confident that I can contribute positively to the team in the new role and help achieve our objectives.

I would appreciate the opportunity to discuss this further and explore how my transition to [Desired Position] could benefit both me and the company. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]