

Transfer Request Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request a transfer from my current position as [Your Current Position] in the [Your Current Department] to [Desired Position] in the [Desired Department]. I have discussed this matter with my supervisor, [Supervisor's Name], and have received their approval to pursue this opportunity.

I believe that this transfer aligns with my career goals and will allow me to contribute more effectively to the organization. My experiences in [mention relevant experiences or skills] have prepared me for this role, and I am eager to bring my knowledge to the [Desired Department].

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

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]