

Voluntary Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Current Department]

Subject: Request for Voluntary Transfer

Dear [Manager's Name],

I am writing to formally request a voluntary transfer from my current position as [Your Position] in the [Your Current Department] to the [Target Department] as [Target Position]. I have enjoyed working in my current role and have learned a great deal, but I am eager to explore new opportunities and challenges within the company.

After careful consideration, I believe that my skills and experiences align well with the requirements of the [Target Position]. I am particularly drawn to [mention specific reasons related to the new role or department], and I am excited about the potential to contribute in a new capacity.

I would greatly appreciate your support in considering my request. I am happy to discuss this further and explore any additional steps needed in the transfer process. Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]