

Internal Transfer Job Offer Inquiry

[Your Name]

[Your Current Job Title]

[Your Department]

[Your Email Address]

[Your Phone Number]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of an internal transfer to the [desired position or department] within our organization.

Having gained valuable experience in my current role as [your current job title], I believe that my skills and knowledge align well with the requirements of [desired position]. I am eager to explore this opportunity and contribute further to our team's success.

I would appreciate the chance to discuss this matter with you at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]