

Interdepartmental Transfer Application

Date: [Insert Date]

To: [Manager's Name]

Department: [Current Department Name]

From: [Your Name]

Position: [Your Current Position]

Department: [Current Department Name]

Dear [Manager's Name],

I am writing to formally request an interdepartmental transfer to the [Target Department Name] for the position of [Target Position Title]. After careful consideration of my career goals and future aspirations, I believe that this transfer will provide me with the opportunity to further develop my skills and contribute to the organization in a more impactful way.

Having worked in [Current Department Name] for [duration], I have gained valuable experience in [mention relevant skills or experiences]. I am eager to leverage this knowledge in [Target Department Name] and to take on new challenges that align with my career advancement objectives.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or transferring my responsibilities to a suitable colleague during this process.

Thank you for considering my application. I am looking forward to discussing this opportunity further.

Sincerely,

[Your Name]

[Your Contact Information]