

Interdepartmental Transfer Expression of Interest

Date: [Insert Date]

To: [Manager's Name]

Department: [Current Department]

Dear [Manager's Name],

I am writing to formally express my interest in any available opportunities for interdepartmental transfer within [Company Name]. I have enjoyed my time in the [Current Department] and have gained valuable experience and skills that I believe can benefit other departments.

Having developed a strong background in [mention relevant skills or experience], I am particularly interested in exploring opportunities in [Target Department or Field]. I am enthusiastic about the possibility of contributing to [specific goals or projects of the target department].

I believe that this transfer would not only support my career growth but also enhance my ability to contribute positively to [Company Name]. I am eager to bring my skills in [list any relevant skills] to a new team and learn from different perspectives within the organization.

I would appreciate the opportunity to discuss this further at your convenience. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Employee ID]

[Your Contact Information]