

Interdepartmental Transfer Suggestion

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Department Name]
[Company Name]

From: [Your Name]
[Your Position]
[Your Department]
[Company Name]

Subject: Suggestion for Interdepartmental Transfer for Project Realignment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an interdepartmental transfer that aligns with our ongoing project realignment initiatives. Given the recent shifts in project priorities, I believe that [Employee's Name], who is currently in the [Current Department], would be a valuable asset to our [Target Department] team.

[Employee's Name] has demonstrated remarkable skills in [specific skills or experiences], which are particularly aligned with the objectives of our current project, [Project Name]. Their familiarity with [specific tools, processes, or other relevant experiences] would significantly contribute to our goals.

I suggest that we consider facilitating [Employee's Name]'s transfer by [suggested methods of transfer--discussion with relevant stakeholders, timeline, etc.]. I am confident that this adjustment will enhance our team's efficiency and project outcomes.

Thank you for considering this suggestion. I would appreciate the opportunity to discuss this further and explore the next steps.

Best regards,

[Your Name]
[Your Position]
[Your Contact Information]