

Internal Transfer Clarification Request

Date: [Insert Date]

From: [Your Name]

Department: [Your Current Department]

To: [Recipient's Name]

Department: [Recipient's Department]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the internal transfer process within the organization. Specifically, I would like to understand the necessary steps, timelines, and any documentation required for a successful transfer.

As I am considering applying for a position in [Target Department/Position], I want to ensure that I adhere to all relevant procedures and contribute to a smooth transition.

Thank you for your attention to this matter. I appreciate your guidance and assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]