

Cross-Company Employee Mobility Request

Date: [Insert Date]

To,

[Manager's Name]
[Manager's Title]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally request a mobility opportunity to [insert destination company or department] within our organization. I believe that this move will enhance my skills in [specific area] and contribute positively to [destination company or department].

My current role as [Your Current Job Title] at [Your Company Name] has provided me with valuable experience in [describe relevant experience]. I am eager to bring my knowledge of [mention specific skills or areas of expertise] to the [destination company or department].

I would appreciate the opportunity to discuss this request further and explore any available openings that align with my skills and aspirations.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]