

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an internal transfer from my current position as [Your Current Job Title] in the [Current Department] to [Desired Position] in the [Desired Department].

After [duration of time] in my current role, I believe that this transition will not only align with my career goals but also allow me to contribute to the company in a new capacity. I am particularly drawn to this opportunity because [reason for interest in the new position or department].

I have developed skills and experiences during my time in [Current Department] that I believe would be beneficial for the [Desired Department]. [Briefly mention any relevant experiences or accomplishments].

I am committed to ensuring a smooth transition and am willing to assist in the training of my replacement if necessary. I would appreciate the opportunity to discuss my request further and explore how I can contribute to the team in this new role.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]