

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Transfer

I am writing to formally request a transfer from my current position of [Your Current Position] at [Current Location/Department] to [Desired Position/Location] within [Company/Organization Name].

I have thoroughly enjoyed my time working in [Current Department/Location] and appreciate the opportunities for growth and development I have experienced. However, [brief reason for transfer request, e.g., personal reasons, career development, etc.].

I believe that transferring to [Desired Position/Location] aligns with my career goals and will allow me to contribute more effectively to [Company/Organization Name]. I am eager to utilize my skills and experience in a new environment and am confident it will benefit both my personal development and the team I aim to join.

I kindly ask you to consider my request and would be grateful for the opportunity to discuss this further. Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]