

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

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

I have enjoyed my time in [Current Department/Location] and have appreciated the opportunities provided to me. However, I believe that a transfer to [Desired Position/Location] aligns better with my career goals and personal circumstances.

I am confident that my skills and experience will be beneficial to the [Desired Department/Location], and I am eager to contribute to the team in a new capacity.

I appreciate your consideration of my request and would be happy to discuss this further at your convenience.

Thank you for your time.

Sincerely,

[Your Name]
[Your Job Title]
[Employee ID (if applicable)]