

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a knowledge transfer session for our new employee, [New Employee's Name], who recently joined our team as [New Employee's Position].

As you are aware, [New Employee's Name] will be involved in [briefly describe the project/department or responsibilities]. It is crucial for them to gain a deep understanding of our processes and systems to ensure a smooth transition and continued success in their role.

I believe your expertise in [specific area or subject] would immensely benefit their onboarding process. Would you be available for a meeting or training session to discuss [specific topics or knowledge areas]? We would greatly appreciate your time and insights.

Please let me know your availability, and we can coordinate a suitable time for everyone involved.

Thank you for considering this request.

Best regards,

[Your Name]
[Your Position]
[Your Company]