

[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 a change in my job position from [Current Position] to [Desired Position] within [Department/Team] due to [brief reason for the change, e.g., personal growth, new interests, skills alignment].

I have greatly enjoyed my time in my current role, particularly [mention any specific experiences or projects]. However, I believe that transitioning to [Desired Position] would align more closely with my skills and aspirations. [Provide a brief explanation of how you can contribute to the new role and any relevant experience or skills you possess].

I would appreciate the opportunity to discuss this further and explore the potential for this change. Thank you for considering my request. I look forward to your response.

Warm regards,

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