

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

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

Dear [Recipient's Name],

I am writing to formally express my intent to transition from my current position as [Your Current Job Title] at [Current Company Name] to [Desired Job Title] at [Target Company Name]. After considerable thought, I believe that this change is necessary for my professional growth and alignment with my career aspirations.

During my time at [Current Company Name], I have developed [mention skills or experiences relevant to the new job]. I am excited about the opportunity to bring my expertise in [specific skills or experiences] to [Target Company Name] and contribute to [specific goals or initiatives of the target company].

I am particularly drawn to [Target Company Name] because of [specific reason related to the company culture, values, or projects]. I am confident that my background and passion for [industry or field] make me a suitable candidate for this role.

I would appreciate the opportunity to discuss how my skills and experiences align with the needs of [Target Company Name]. Thank you for considering my intent to pursue this new position, and I look forward to the possibility of working together.

Sincerely,
[Your Name]