

[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 transfer from my current position as [Your Current Job Title] in [Current Department] to [Desired Department/Position] within [Company's Name]. I have enjoyed my time in [Current Department], and I appreciate the opportunities I have had to grow and learn. However, I believe that a transfer to [Desired Department/Position] will allow me to further develop my skills and make a greater contribution to the team and the organization as a whole.

[Optional: Briefly explain your reasoning for the transfer and how it aligns with your career goals.]

I am committed to ensuring a smooth transition and am willing to assist in training a replacement or completing any necessary projects before my transfer.

Thank you for considering my request. I am looking forward to discussing this with you further.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]