

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Department 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 in the [Current Department] to the [Desired Department] within [Company Name].

I have enjoyed my time in [Current Department] and have gained valuable experience; however, I believe that my skills and aspirations align more closely with the objectives of the [Desired Department].

[Briefly explain your reasons for the transfer request and how it aligns with your career goals.]

I am confident that this transfer will allow me to contribute more effectively to the team and support the company's objectives.

I would appreciate the opportunity to discuss this request with you at your earliest convenience. Thank you for considering my request.

Sincerely,

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