

[Your Name]
[Your Current Job Title]
[Your Department]
[Your Company Name]
[Your Email Address]
[Your Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Manager's Department]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an interdepartmental transfer from [Your Current Department] to [Target Department/Position] within [Company Name].

After careful consideration, I believe this transition aligns with my career goals and will enable me to contribute more effectively to the company. I am particularly interested in [specific reason related to the new department or position, e.g., the projects they are working on, skills to be developed, etc.].

I have enjoyed my time in [Current Department] and am grateful for the opportunities I've had to grow and learn. However, I believe that moving to [Target Department] would allow me to leverage my skills in [mention relevant skills] and contribute positively to the team.

I am open to discussing this potential transfer further and would appreciate any guidance you can offer regarding the next steps in the process.

Thank you for considering my request. I look forward to your response.

Best regards,

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