

# Company Transfer Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a transfer from my current position as [Your Current Position] at [Current Company Name] to the [New Position/Department] at [New Company/Department Name]. I have thoroughly considered this move and believe it aligns well with my career goals and the strategic direction of the company.

Effective [Transfer Date], I am excited to contribute my skills and expertise to the [New Department/Team] and support the company's mission in a new capacity. I am confident that this transfer will provide me with valuable opportunities for professional growth and development.

I would like to express my gratitude for the opportunities I have had while working at [Current Company Name]. It has been a pleasure to contribute to the [Current Department/Team] and collaborate with my colleagues.

As I transition into my new role, I am committed to ensuring a smooth handover of my current responsibilities and projects. I am eager to learn and adapt to the new challenges and responsibilities that come with the [New Position/Department].

I appreciate your consideration of my transfer request and look forward to discussing the details further. Please let me know the next steps in the process and any additional information you may need from my end.

Thank you for your support and understanding.

Sincerely,

[Your Name]