## **Employee Request for Transfer**

Subject: Request for Department Transfer
Dear [Manager Name],
I am writing to request a transfer from my current position in [Current Department] to [Desired
Department]. I believe this move aligns with my career goals and would allow me to contribute more
effectively to the company.
I am willing to assist in any way to ensure a smooth transition. I appreciate your consideration of my
request.
Sincerely,
[Your Name]
[Designation]
[Department]

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