

Internal HR Position Transfer Letter

Subject: Interest in Internal Transfer to HR Department

Dear [HR Director's Name],

I am writing to express my strong interest in transferring to the Human Resources department, specifically for the open HR Generalist position. Having worked in the Marketing department for the past three years, I have developed a deep appreciation for our company culture and a genuine passion for supporting employee success.

Throughout my tenure, I have been actively involved in various people-related initiatives, including mentoring new employees, serving on the diversity and inclusion committee, and collaborating with HR on recruitment campaigns. These experiences have reinforced my desire to transition into a dedicated HR role where I can focus entirely on employee development and organizational effectiveness.

My current position has equipped me with valuable skills that transfer well to HR, including project management, communication, problem-solving, and stakeholder management. I have a thorough understanding of our company's values, policies, and business objectives, which would allow me to hit the ground running in an HR capacity.

I am committed to investing in my professional development and am currently pursuing my PHR certification. I believe my combination of internal company knowledge and growing HR expertise would make me a valuable addition to your team.

I would appreciate the opportunity to discuss this potential transition with you at your convenience.

Thank you for considering my request.

Sincerely,

[Your Name]

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