

Internal Transfer Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Division]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an internal transfer within [Company/Organization Name]. I have thoroughly enjoyed my time working in the [Current Department/Division] and have gained valuable experience and skills during my tenure here. However, I believe that an opportunity in a different department would align better with my career goals and allow me to contribute my skills in a new and meaningful way.

I am particularly interested in transferring to the [Target Department/Division] because of my strong passion for [Relevant Skills/Expertise in Target Department] and the innovative work that the team is engaged in. I am confident that my background in [Current Skills/Expertise] would allow me to make a positive impact in this new role.

I have discussed this potential transfer with my current supervisor, [Current Supervisor's Name], and they are supportive of my decision to explore new opportunities within the company. I believe that this transfer would not only benefit my own career development but also contribute to the success of

both the [Current Department/Division] and the [Target Department/Division].

I understand that the internal transfer process involves evaluating the needs of both departments, coordinating with HR, and obtaining the necessary approvals. I am committed to ensuring a seamless transition and am willing to work closely with both departments to ensure a smooth handover of my current responsibilities.

I have attached my updated resume for your reference, and I am also available to discuss my transfer request in more detail at your convenience. Please let me know if there are any additional steps or documents required to facilitate this transfer process.

Thank you for considering my request. I am excited about the opportunity to continue contributing to [Company/Organization Name] in a new capacity, and I look forward to the possibility of joining the [Target Department/Division] team.

Sincerely,

[Your Signature]

[Your Typed Name]

Enclosure: Resume

CC: [Current Supervisor's Name]

[Human Resources Department]