

Formal request for internal transfer

Subject: Request for Internal Transfer

Dear [Manager's Name],

I am writing to formally request an internal transfer to the [Department Name] department within our organization. Having worked in my current role for [X years/months], I believe that this transfer will allow me to expand my skills while continuing to contribute effectively to the company.

I have always admired the work being done by the [Department Name] team, and I feel that my background in [relevant skills/experience] would make me a valuable addition. I am committed to ensuring a smooth handover of my current responsibilities and am willing to provide full support during the transition process.

I kindly request your consideration of my application and would appreciate the opportunity to discuss this further at your convenience.

Thank you for your time and support.

Sincerely,

[Your Name]

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