

Casual email requesting transfer

Subject: Internal Transfer Request

Hi [Manager's Name],

I hope you're doing well. I wanted to let you know that I'm interested in transferring to the [Department Name] team. I've been following some of their projects and feel that my skills in [specific skills] could really be put to good use there.

Of course, I'll make sure everything in my current role is wrapped up smoothly before I move.

Please let me know if we can have a chat about this sometime soon.

Thanks a lot,

[Your Name]

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