

Career growth transfer letter

Subject: Request for Career Development Transfer

Dear [Manager's Name],

I would like to formally request a transfer to the [Department Name] department. Over the past [X years], I have enjoyed contributing to [current department], but I believe a role in [Department Name] aligns more closely with my long-term career goals.

This move would allow me to broaden my expertise, gain new experiences, and continue to grow within the company. I am fully committed to ensuring a smooth transition and training any replacement staff as needed.

I greatly value your guidance and hope to receive your support for this request.

Sincerely,

[Your Name]

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