Professional letter requesting job transfer

Subject: Request for Job Transfer

Dear [Managerâ€™s Name],

I am writing to formally request a transfer from my current position as [Current Position] in [Current Department] to the [Desired Department/Location].

The reason for this transfer request is [state reason: career growth, personal circumstances, relocation, or health reasons]. I have enjoyed working in my current role and have gained valuable experience, which I believe will be beneficial in my new position.

I kindly request your consideration and approval for this transfer. I am willing to assist in the transition process to ensure a smooth handover of my current responsibilities.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

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