

Letter requesting transfer due to promotion opportunity

Subject: Request for Transfer Following Promotion

Dear [HR/Manager],

I am pleased to inform you that I have been offered the position of [New Position]. I would like to formally request a transfer to the [Target Department/Location] to assume this role.

I am excited about the new responsibilities and am committed to contributing effectively to the team's success. Please let me know the procedures required to complete this transfer.

Thank you for your consideration.

Best regards,

[Your Name]

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