

Internal Lateral Transfer Request - Professional

Subject: Request for Lateral Transfer to [Department/Position Name]

Dear [Manager's Name/HR Director's Name],

I am writing to formally request a lateral transfer from my current position as [Current Position] in the [Current Department] to the [Desired Position] role in the [Desired Department]. I have been with [Company Name] for [duration] and believe this move would allow me to contribute more effectively to the organization while advancing my professional development.

During my tenure in [Current Department], I have gained valuable experience in [key skills/responsibilities]. The opportunity to transition to [Desired Department] aligns with my career goals and would enable me to leverage my expertise in [relevant skills] while developing new competencies in [areas of growth].

I have discussed this potential move with [Supervisor's Name], who is supportive of my career development goals. I am committed to ensuring a smooth transition and would be happy to assist in training my replacement or documenting processes to minimize disruption to ongoing projects.

I am available to discuss this request at your earliest convenience and would appreciate the opportunity to explore how this transfer could benefit both my professional growth and the organization's objectives.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Current Position]

[Contact Information]

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