

Internal Letter of Interest for a Department Transfer and Promotion

Subject: Expression of Interest in [Position Title] – Department Transfer

Dear [HR or Department Head's Name],

I am writing to express my interest in the [Position Title] position within the [New Department Name]. Having gained valuable experience in [Current Department], I believe I can contribute effectively to the goals of [New Department] while also continuing to grow professionally.

My current role has allowed me to develop a strong foundation in [relevant skills]. I am eager to apply these strengths in a broader capacity that this promotion offers. I am confident that my adaptability, initiative, and performance record make me a good fit for this new opportunity.

I would appreciate the opportunity to discuss how my transition could benefit both departments.

Best regards,

[Your Name]

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