

Internal Employee Learnership Transfer Letter

Subject: Internal Application for [Learnership Program]

Dear [Manager/HR Manager],

I am writing to formally express my interest in the [learnership program name] currently being offered within our organization. As a current employee in the [department] for [duration], I have developed a strong interest in [new field/department] and believe this learnership would enable me to contribute more effectively to the company while advancing my career development.

During my time in [current role], I have consistently demonstrated [mention achievements, skills, or qualities]. However, I have always been drawn to [area of learnership], and I have taken the initiative to [mention any self-learning, shadowing, or relevant activities]. This learnership would provide the formal training and qualification I need to transition into this field professionally.

I believe my existing knowledge of company culture, policies, and operations gives me a unique advantage. I already understand how [Company Name] operates, which would allow me to focus entirely on acquiring the technical skills and knowledge specific to [learnership field]. This means I could potentially add value more quickly than external candidates who would need time to acclimate to the organization.

My current supervisor, [Name], is aware of my application and has provided support for this career development move. I have ensured that my current responsibilities are well-documented and that a smooth transition plan is in place should my application be successful.

I am committed to excelling in this learnership while maintaining the high standards I have established in my current role. I view this as an opportunity to deepen my value to the organization and build a long-term career here across different functional areas.

I would appreciate the opportunity to discuss this application with you and explore how my internal knowledge and proven work ethic align with the learnership requirements.

Thank you for considering my internal application.

Best regards,

[Your Full Name]

[Employee ID]

[Current Department]

[Extension/Email]

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