

Formal request for open transfer within company

Subject: Request for Open Transfer

Dear [Manager/HR Name],

I am writing to formally request an open transfer within [Company Name]. I am interested in exploring opportunities in different departments or locations where my skills can be utilized effectively.

I am confident that this transfer will contribute positively to my professional growth and the company's objectives. I am open to discussions regarding potential positions and locations.

Sincerely,

[Your Name]

[Current Position]

[Contact Information]

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