

Letter specifying preferred departments for transfer

Subject: Open Transfer Request with Department Preferences

Dear [HR Name],

I am seeking an open transfer within [Company Name]. I am particularly interested in opportunities within [Department A] and [Department B] where I can best apply my skills and experience.

I am flexible regarding location and available dates. I appreciate your guidance on the next steps and available opportunities.

Sincerely,

[Your Name]

[Current Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/open-transfer-letter>