

Preliminary Email for Internal Transfer in Pharmaceutical Company

Subject: Internal Transfer Inquiry “ [Desired Position]

Dear [HR Manager/Supervisor],

I am interested in exploring the possibility of transferring to the [Desired Department/Position] within [Company Name]. With [X] years of experience in [Current Department], I believe I can contribute effectively to the new team.

I would appreciate any guidance on the internal application process and next steps. Thank you for considering my request.

Best regards,

[Your Name]

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