

Employee's formal request to transfer to another department

Subject: Request for Transfer to Another Department

Dear [Manager's Name],

I am writing to formally request a transfer from my current position in the [Current Department] to the [Desired Department]. Over time, I have developed a strong interest in the work carried out by the [Desired Department], and I believe my skills in [specific skills] align well with their objectives.

This transfer would allow me to apply my experience while also providing me with opportunities for growth. I am confident that this move will benefit both the department and the organization as a whole.

I kindly request your consideration of my application. I am happy to discuss this further and provide any information needed.

Thank you for your time and understanding.

Respectfully,

[Your Name]

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