

Internal Transfer Email

Hi [HR Manager/Department Head],

I am writing to request a transfer from [Current Department] to [Target Department]. The reason for this transfer is [brief explanation, e.g., seeking new challenges, professional growth].

I believe my skills and experience will be valuable in the new role, and I am eager to continue contributing to the organization in a different capacity. Please let me know the next steps for initiating this transfer.

Thank you for considering my request.

Best regards,

[Your Name]

[Position]

[Current Department]

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