

Employee Request for Transfer

Subject: Request for Department Transfer

Dear [Manager Name],

I am writing to request a transfer from my current position in [Current Department] to [Desired Department]. I believe this move aligns with my career goals and would allow me to contribute more effectively to the company.

I am willing to assist in any way to ensure a smooth transition. I appreciate your consideration of my request.

Sincerely,

[Your Name]

[Designation]

[Department]

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