

Formal transfer request to supervisor

Subject: Request for Interdepartmental Transfer - [Your Name]

Dear [Supervisor's Name],

I am writing to formally request a transfer from my current position in the [Current Department] to the [Target Department]. After careful consideration and consultation with both department heads, I believe this move would benefit both my professional development and the organization's operational efficiency.

My current role as [Current Position] has provided me with valuable experience in [relevant skills/areas]. However, I am eager to apply my expertise in [specific skills] within the [Target Department], where I can contribute to [specific goals/projects]. The position of [Target Position] aligns perfectly with my career objectives and would allow me to utilize my background in [relevant experience].

I have discussed this potential transfer with [Target Department Supervisor's Name], who has expressed interest in my candidacy. I am prepared to begin the transition process at your earliest convenience and ensure all current responsibilities are properly handed over.

I would appreciate the opportunity to discuss this request with you in person and address any questions or concerns you may have.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Current Position]

[Date]

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