

Simple transfer notification email

Subject: Department Transfer Request

Hi [Manager's Name],

I'd like to request a transfer from [Current Department] to [Target Department] effective [Date]. I've already spoken with [Target Manager] and they're on board with the move.

My reasons:

- Better alignment with my skills in [area]
- Opportunity to work on [specific project/area]
- Career growth potential

I'm happy to discuss timing and transition details whenever works for you.

Thanks,

[Your Name]

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