

Transfer request for career advancement

Subject: Application for Promotional Transfer - [Position Title]

Dear [Hiring Manager/Department Head],

I am writing to express my strong interest in the [Position Title] opening in the [Target Department] and to formally request consideration for this promotional transfer opportunity.

During my [time period] tenure in [Current Department], I have consistently demonstrated [key achievements and skills]. My accomplishments include:

- [Specific achievement 1]
- [Specific achievement 2]
- [Specific achievement 3]

This role represents a natural progression in my career path and aligns with my professional goals of [career objectives]. My experience with [relevant projects/skills] has prepared me to take on the increased responsibilities and challenges this position offers.

I am excited about the opportunity to bring my expertise to [Target Department] while continuing to grow within our organization. I have discussed this opportunity with my current supervisor, [Name], who supports my application.

I would welcome the chance to discuss how my background and enthusiasm can contribute to the continued success of [Target Department].

Thank you for your consideration.

Best regards,

[Your Name]

[Current Position and Department]

[Date]

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