

Professional development focused transfer request

Subject: Request for Lateral Transfer - Professional Development

Dear [Manager/HR Director],

I am requesting a lateral transfer from [Current Department] to [Target Department] as part of my professional development plan.

This transfer aligns with my career development goals by providing exposure to [new skills/areas].

The experience would enhance my versatility and long-term value to the organization while maintaining my current compensation level.

Key benefits of this transfer:

- Diversification of my skill set in [areas]
- Cross-departmental knowledge sharing
- Increased organizational flexibility
- Personal growth and job satisfaction

I have discussed this opportunity with [Target Department Manager], who has expressed interest in my background in [relevant experience]. My current manager, [Name], supports this development opportunity.

I propose a transition period of [timeframe] to ensure proper knowledge transfer and minimal disruption to both departments.

Thank you for considering this request as part of my continued growth within the organization.

Sincerely,

[Your Name]

[Current Position]

[Date]

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