

\_\_\_\_\_ [Your Name]  
\_\_\_\_\_ [Your Address]  
\_\_\_\_\_ [State, City, Zip Code]

\_\_\_\_\_ [Date]

\_\_\_\_\_ [Recipient Name]  
\_\_\_\_\_ [Department Name]  
\_\_\_\_\_ [Employer Name]  
\_\_\_\_\_ [Employer Address]  
\_\_\_\_\_ [State, City, Zip Code]

Dear \_\_\_\_\_ [Recipient Name],

My name is \_\_\_\_\_ [Your Name], and I am currently employed as \_\_\_\_\_ [Current Job Title] within the \_\_\_\_\_ [Current Department Name] at \_\_\_\_\_ [Employer Name]. With \_\_\_\_\_ [Number] years of dedicated service, I am seeking a transfer to the \_\_\_\_\_ [Desired Department Name] as \_\_\_\_\_ [Desired Job Title]. My request for transfer is due to \_\_\_\_\_ [Reason to Transfer] and I believe that transitioning to \_\_\_\_\_ [Desired Department Name] will greatly facilitate this development.

During my tenure at the \_\_\_\_\_ [Current Department Name], I have always been committed to achieving excellence and continuous improvement. One notable instance involved \_\_\_\_\_ [Specific Project or Task]. This collective effort not only led to \_\_\_\_\_ [Result] but also provided me with the opportunity to demonstrate my proficiency in \_\_\_\_\_ [Skills/Expertise].

Transferring to \_\_\_\_\_ [Desired Department Name] presents an exciting opportunity to continue applying my skills and expertise. It would also allow professional growth as I seek to make further contributions to the broader objectives of \_\_\_\_\_ [Employer Name].

Should you have any questions or wish to discuss my department transfer request further, please feel free to contact me at \_\_\_\_\_ [Your Phone Number] or \_\_\_\_\_ [Your Email]. I am always available and eager to engage in further dialogue.

Warm regards,

\_\_\_\_\_ [Your Name]

