Request letter for a department transfer

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[Date]

To,
[Manager's Name]
[Designation]
[Company Name]

Cc: [HR Contact Name]

Subject: Request for transfer to the [New Department] department

Dear [Manager's Name],

I have been part of the [Current Department] team for [Number] years and have valued the work and the people. I am writing to ask for your support in applying for a transfer to the [New Department] department, where I understand there may be a need for [role type].

Over the past year I have developed an interest in [area], and I have already worked on [related task or project], which gave me a feel for the work. I believe my experience with [skill] would carry over well.

If the transfer goes ahead, I will work with you on a transition plan. I can document my processes and train my replacement over [period], and I would stay available for questions after the move.

I would appreciate the chance to talk this through with you. Thank you for taking the time to consider this.

Yours sincerely,

[Your Name]
[Employee ID]