TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Department Transfer Letter

Dear **[NAME]**

To Whom This May Concern,

I am writing to you because I would like to discuss my department. I have been working in the same department for three years **[MORE/LESS]** now and this means that I haven’t been put on the rotation time table. **[DESCRIBE IN YOUR WORDS]**. I have worked with this company for a year and a half and this have never happened it has always been fair and equal, so I am wondering why this has happened now.**[EXPLAIN ACTUAL CAUSE AND SITUATION]**.

Anyways please change this I would like to go to a different department. This job is supposed to be different every month and that is what I enjoy the most about this company. **[DESCRIBE YOUR REQUIREMENTS].** Please don’t chance this. I hope that you will do this and I look forward to hearing back your response.

Yours sincerely,