​**TRANSFER REQUEST LETTER**

**[Date]  
  
[Name of Company]  
[Name of Human Resource or Hiring Person]  
[Title of Human Resource of Hiring Person]  
[Address of Company]  
[City, State, Zip Code]**  
  
Dear **[name],**  
  
I learned about the position of **[title]** that has recently become open from my immediate supervisor, **[Name of Supervisor],** and would like to respectfully submit my application for the position.  
  
I have worked in this company for eight years in several different departments and have a good understanding of the systems and procedures that make the company run smoothly. I have found the company to be a very well-run organization and supportive of its employees. It is my wish to further my career in this company, which is why I am applying to transfer to **[Position].**  
  
In my present position, I have made several contributions to the projects we undertake and have been commended twice by my supervisor for innovative and time-saving solutions. For example, **[commendations], [accomplishments]** and **[awards]** I would like to use my experience and expertise to further the aims of the company as **[position].**  
  
My full resume is enclosed with this letter. Thank you for considering my application. I can be reached at **[555-123-4567]** or at **[Name@email.com]** and would be happy to meet and discuss my transfer request. I will contact you again in a few days and look forward to hearing from you.  
  
Sincerely,

**[Signature of Employee Applicant]  
[Name of Employee Applicant]**