​**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]**