TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Department Transfer Letter

I, **[EMPLOYEE NAME]**, am formally requesting that I be transferred from my position as **[CURRENT POSITION]** to the position of **[TRANSFER POSITION]**. My request for a transfer within department is due to **[EXPLANATION]**. I have worked at my position for **[TIME PERIOD]** and I have been able to benefit the company during my employment by **[LIST SUCCESSES]**.

My time spent working with the organization has been extremely rewarding, and I am truly appreciative of the experience I have gained thus far. I believe that a transfer would benefit the company greatly as the new position is well-suited to my current skill set and would enable me to continue to develop as an employee.

I thank you for your consideration and look forward to continuing my growth with this company. Please do not hesitate to contact me should you require more information.

Sincerely,