**Sample**

**LETTER OF INTENT TO TRANSFER**

(DEPARTMENT)

James T Worthington

Walberg & Co.

123 Main Street, Chicago, IL, 60007

Date: January 1st, 2015

Courtney Patel

Executive Director

Walberg & Co.

123 Main Street, Chicago, IL, 60007

Dear Courtney Patel,

I, James T Worthington, am formally requesting that I be transferred from my position as Human Resources Advisor to the position of Head of Customer Relations. My request to transfer within the department is due to my increased knowledge base and skill set. I have worked at my position for seven (7) years, and I have been able to benefit the company during my employment by significantly decreasing employee turnover, ensuring quality interpersonal relationships between staff members, and implementing evaluation techniques wherein company salespersons can be accurately assessed on their performance.

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,

[Signature]

James T Worthington

james@walbergco.com

(555) 897-4832