**Job Transfer Request Letter Example**

**Subject:**Application for Assistant Manager

Dear Ms. Lee,

I was very interested when I saw the posting for the position of Assistant Manager. I would like to respectfully submit my resume for your consideration.

I believe that my experience here at ABC Company makes me an excellent candidate for the position. I have been with the company for 5 years, and have worked in several different capacities (List). The skills I have gained in these positions over the years, and my intimate knowledge of the systems and procedures at ABC, I believe, will be a unique asset in the position of Assistant Manager.

The work environment at ABC is exciting and challenging to me, and I believe that I have made many valuable contributions to the (List Name(s) of) Department(s). (If applicable, list accomplishments). I have learned a lot from the people I have had the pleasure of working with, and look forward to growing in my professional career here.

Thank you for your time and consideration for this position. I look forward to hearing from you.

Sincerely,

Albert Jones  
Customer Relations  
albert.jones@email.com  
555-555-5555