

[Your Full Name]

[Current Job Title]

[Current Department]

[Employee ID]

[Date]

[Hiring Manager Name]

[IT Department Name/Section]

[Company Name]

Dear [Manager Last Name],

Please accept this letter as a formal expression of my interest in transferring to the position of [Target IT Role Name] within the IT Department, as advertised on [Internal Job Portal/Source].

Having served as [Current Role] for [Duration], I have developed a deep understanding of our company's internal systems and operational workflows. I am eager to transition my technical skills, specifically in [Key Skill 1] and [Key Skill 2], to a dedicated IT environment where I can contribute to the department's goals of [Department Objective, e.g., infrastructure stability/software deployment].

During my tenure in [Current Department], I have consistently demonstrated technical aptitude by [Briefly mention a technical achievement or project]. I believe my familiarity with the company's culture and my background in [Specific Technology or Certification] make me a strong internal candidate for this role.

I am eager to discuss how my transition can benefit the IT Department. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]