

[Your Full Name, Credentials]

[Current Unit/Department]

[Employee ID Number]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title, e.g., Nurse Manager]

[Target Unit/Department Name]

[Hospital/Facility Name]

Dear [Manager Last Name],

I am writing to formally express my interest in the [Job Title] position within the [Target Unit Name], as advertised on [Internal Job Board/Portal]. Having served as a Registered Nurse in the [Current Unit] for [Number] years, I am eager to transition my clinical skills and commitment to patient care to your team.

During my tenure in [Current Unit], I have developed strong competencies in [Skill 1, e.g., acute cardiac monitoring] and [Skill 2, e.g., ventilator management]. I have consistently maintained high standards of patient safety and was recently recognized for [Achievement or Certification]. I believe my experience with [Specific Patient Population] aligns perfectly with the requirements of the [Target Unit].

My desire to transfer is driven by a goal to [Reason for Transfer, e.g., specialize in critical care / transition to a surgical setting]. I am confident that my familiarity with [Hospital Name]'s protocols and electronic health record systems will allow for a seamless transition and immediate contribution to your nursing staff.

Thank you for your time and for considering my internal application. I look forward to the possibility of discussing how my background can support the goals of the [Target Unit].

Sincerely,

[Signature]

[Typed Full Name]