

[Your Name]
[Current Position/Department]
[Employee ID]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Title]
Production Department
[Company Name]

RE: Internal Transfer Request - [Target Position Title]

Dear [Hiring Manager Name],

I am writing to formally express my interest in transferring to the position of **[Target Position]** within the Production Department, as advertised via **[Internal Job Portal/Source]**. Having served as **[Current Role]** in the **[Current Department]** for **[Length of Time]**, I am eager to apply my technical skills and operational knowledge to this new challenge.

During my tenure in my current role, I have achieved the following:

- [Key Achievement/Project Related to Production]
- [Relevant Technical Skill or Certification]
- [Efficiency or Safety Metric Improved]

My familiarity with **[Company Name]**'s safety protocols, workflow standards, and quality control requirements will allow for a seamless transition into the Production team. I am particularly interested in this move because **[Reason for Transfer/Career Goal]**.

I have informed my current supervisor, **[Current Supervisor Name]**, of my interest in this transfer. I look forward to the possibility of discussing how my background in **[Specific Skill]** can contribute to the Production Department's output goals.

Sincerely,

[Your Signature]
[Your Printed Name]