

[Your Full Name]
[Current Job Title]
[Current Department]
[Employee ID Number]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Title of Hiring Manager]
[Target Department Name]
[Company Name]

RE: INTERNAL TRANSFER APPLICATION FOR [POSITION TITLE]

Dear [Manager Name],

I am writing to formally express my interest in the [Position Title] role within the [Target Department] department, as advertised on the internal careers portal. Having served as a [Current Job Title] in the [Current Department] for the past [Number] years/months, I am eager to transition my skills and institutional knowledge to this new challenge.

During my tenure in my current role, I have successfully [mention a major accomplishment or project]. This experience has allowed me to develop a deep understanding of [Company Name]'s operations and culture. I believe my proficiency in [Skill A], [Skill B], and [Skill C] aligns perfectly with the requirements of the [Position Title] role.

My motivation for this transfer is to [provide a brief reason, e.g., broaden professional scope / contribute to a different phase of the company's growth]. I am confident that my familiarity with internal processes will ensure a seamless transition and allow me to contribute immediately to the [Target Department] team's objectives.

I have discussed this potential move with my current supervisor, [Current Manager's Name], who is supportive of my career development within the organization. I look forward to the possibility of discussing how my background can benefit your team.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]