

[Your Full Name]

[Current Job Title / Employee ID]

[Current Shift/Department]

[Date]

To: [Hiring Manager Name or HR Department]

[Target Department Name]

[Facility Name/Location]

RE: Internal Transfer Request for [Target Position Title]

Dear [Manager Name],

I am writing to formally express my interest in transferring from my current role in the [Current Department] to the [Target Position] within the [Target Department], as advertised on [Date/Platform]. Having been with the company for [Time Period], I have developed a strong understanding of our warehouse operations and safety protocols.

During my tenure in [Current Department], I have consistently met performance quotas and maintained a high standard of accuracy in [Specific Task, e.g., picking/inventory control]. I am eager to bring my experience with [Specific Equipment/Software] to your team and contribute to the continued efficiency of the [Target Department] operations.

I believe this transition will allow me to further utilize my skills in [Skill 1] and [Skill 2] while supporting the company's logistical goals. I have discussed this potential move with my current supervisor, [Current Supervisor Name], who is supportive of my professional growth within the organization.

Thank you for considering my application for this internal transfer. I look forward to the possibility of discussing how my background aligns with the needs of your team.

Sincerely,

[Your Printed Name]