

[Your Full Name]
[Current Academic Title/Rank]
[Current Department/Faculty]
[Employee ID Number]
[Email Address]
[Phone Number]

[Date]

[Dean/Head of Department Name]
[Receiving Department/Faculty Name]
[University Name]

SUBJECT: FORMAL REQUEST FOR FACULTY TRANSFER TO [TARGET DEPARTMENT]

Dear *[Title and Last Name]*,

I am writing to formally request a transfer from the *[Current Department]* to the *[Target Department]*, effective *[Proposed Start Date/Academic Term]*. I have served as a faculty member within my current department since *[Start Year]*, focusing on *[Current Primary Area of Research/Teaching]*.

My decision to request this transfer is driven by *[Briefly state primary reason: e.g., alignment of research interests, interdisciplinary synergy, or departmental restructuring]*. I believe that my expertise in *[Specific Skill or Field]* aligns more closely with the strategic goals and academic trajectory of the *[Target Department]*.

During my tenure at *[University Name]*, I have achieved *[Briefly mention 1-2 key accomplishments]*. I am confident that this transition will allow me to contribute more effectively to the university's mission through *[Mention specific teaching or research contribution to the new department]*.

I am eager to discuss how my background and current projects can benefit the *[Target Department]*. Thank you for your time and consideration of this request.

Sincerely,

[Your Signature]
[Your Printed Name]