

[Your Full Name]

[Current Job Title]

[Current Department]

[Employee ID Number]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager Name]

[Title of Target Department Head]

[Target Department Name]

[Institution Name]

Dear [Hiring Manager Last Name],

Please accept this formal letter of interest regarding the [Target Position Title] within the [Target Department Name], as advertised on [Date/Location of Posting]. Having served the [Institution Name] for [Number] years within the [Current Department], I am eager to transition my institutional knowledge and technical skills to your team.

In my current role as [Current Title], I have successfully [Key Achievement or Responsibility]. This experience has allowed me to develop a deep understanding of [Relevant Institutional System or Process], which I believe will allow for a seamless transition into the [Target Department] environment. My familiarity with our institution's core mission and internal protocols ensures I can contribute immediately to your current objectives, specifically [Specific Goal of the Target Department].

I am particularly drawn to this reassignment because [Reason for interest in this specific department]. I am confident that my background in [Skill 1] and [Skill 2] aligns with the requirements of the role and the strategic direction of your department.

Thank you for considering my application for internal reassignment. I look forward to the possibility of discussing how my institutional experience can support the [Target Department Name].

Sincerely,

[Signature]

[Typed Full Name]