

[Your Full Name]

[Current Department]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager/Principal Investigator Name]

[Target Department Name]

[University/Institution Name]

Dear [Dr./Mr./Ms. Last Name],

I am writing to formally express my interest in transferring from the [Current Department] to the Research Assistant position within the [Target Department], as advertised for the [Project Name/Lab Name].

Having served as a Research Assistant at [Institution] for [Duration], I have developed a robust foundation in [Key Skill 1] and [Key Skill 2]. My current work involves [Briefly describe current research focus]. I am eager to transition my technical expertise to your department to specifically support your work in [Area of research in the new department].

During my tenure in [Current Department], I have successfully [Mention a specific achievement or publication]. I believe my familiarity with institutional protocols, combined with my proficiency in [Software/Lab Technique], will allow for a seamless transition and immediate contribution to your research goals.

I am enthusiastic about the possibility of joining the [Target Department] team and contributing to the innovative studies being conducted. Thank you for your time and consideration of my internal move request.

Sincerely,

[Signature]

[Your Printed Name]