

[Your Full Name]

[Current Job Title]

[Current Department]

[Employee ID Number]

[Date]

[Hiring Manager Name or HR Representative]

[Target Department Name]

[Company Name]

RE: Internal Transfer Application for [Target Position Title]

Dear [Recipient Name],

I am writing to formally express my interest in the [Target Position Name] role within the [Target Department], as announced during the recent corporate restructuring. Having served as [Current Title] for [Number] years, I am eager to apply my institutional knowledge and technical skills to support the company's new strategic direction.

Throughout my tenure in the [Current Department], I have successfully [Mention a key achievement or project]. My deep understanding of [Specific Internal Process or Product] positions me to transition seamlessly into this new role, ensuring continuity and stability during this period of organizational change.

The restructuring presents a unique opportunity for me to align my career growth with the company's evolving goals. I am particularly drawn to this role because [Reason why your skills fit the new department's needs]. I am confident that my background in [Skill 1] and [Skill 2] will be an immediate asset to the team.

I have attached my updated resume for your review. I look forward to the possibility of discussing how I can contribute to the success of the [Target Department] in this new capacity.

Sincerely,

[Signature]

[Your Printed Name]