

To: [Hiring Manager Name]

From: [Your Name]

Current Department: [Current Department Name]

Date: [Date]

RE: Internal Transfer Application for Administrative Assistant - [Target Department]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the Administrative Assistant position within the [Target Department], as advertised on the internal job board. Having served as an Administrative Assistant in the [Current Department] for [Number] years, I am eager to transition my institutional knowledge and organizational skills to your team.

During my tenure with [Company Name], I have developed a deep understanding of our corporate culture and internal processes. My current role has allowed me to excel in:

- Managing complex scheduling and calendar coordination for [Specific Team/Executive].
- Streamlining departmental workflows, resulting in [Brief mention of an achievement].
- Maintaining high standards of data entry and report preparation using [Software/Systems].

I am particularly drawn to the [Target Department] because of [Reason for interest in this specific department]. I believe my familiarity with the company's administrative requirements will allow for a seamless transition with minimal training time, ensuring uninterrupted support for your staff.

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

Sincerely,

[Signature]

[Typed Name]

Employee ID: [ID Number]

Extension: [Ext. Number]