

**To:** [Hiring Manager Name/Department Head]  
**From:** [Your Full Name]  
**Current Position:** [Current Job Title], [Current Department]  
**Date:** [Date]

**Subject: Internal Transfer Application for Junior Research Associate -  
[Project/Department Name]**

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Junior Research Associate position within the [Target Department Name] as advertised on the internal careers portal. Having served as a [Current Title] in the [Current Department] for [Time Period], I am eager to transition into a role that aligns more closely with my research background and long-term career objectives within [Organization Name].

During my tenure in my current role, I have developed a deep understanding of [Organization Name]'s internal processes and culture. Specifically, I have achieved [Mention a relevant achievement or skill, e.g., data analysis, report writing, or project coordination] that I believe will translate directly to the research requirements of your team.

I am particularly drawn to this opportunity because of [Mention a specific project or area the research team focuses on]. My academic background in [Your Degree/Field] combined with my practical experience in [Specific Technical Skill or Software] makes me a strong internal candidate who can contribute immediately with minimal onboarding time.

I have discussed my interest in this transfer with my current supervisor, [Supervisor Name], who supports my professional growth and interest in this research path. I look forward to the possibility of discussing how my internal institutional knowledge and technical skills can benefit the [Target Department Name].

Sincerely,

[Your Signature]  
[Your Full Name]  
[Employee ID Number]  
[Internal Extension/Email]