

[Your Full Name]
[Current Job Title]
[Current Department/Laboratory]
[Employee ID Number]
[Internal Extension/Email Address]

[Date]

[Hiring Manager Name]
[Title, e.g., Senior Research Director]
[Target Department/Division Name]
[Company Name]

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

I am writing to formally express my interest in the Pharmaceutical Research Associate position within the [Target Department Name] team, as advertised on the internal career portal. Having spent [Number] years as a [Current Role] within the [Current Department], I have developed a deep understanding of [Company Name]'s standard operating procedures and research objectives.

During my tenure in [Current Department], I have consistently demonstrated technical proficiency in [List 2-3 specific technical skills, e.g., HPLC, GLP compliance, or In-Vitro assays]. Most notably, I [mention a specific internal accomplishment or project contribution]. This experience has provided me with a robust foundation in data integrity and cross-functional collaboration that I am eager to apply to the [Specific Research Project or Focus] currently being conducted by your team.

My familiarity with our internal documentation systems and safety protocols will allow for a seamless transition, ensuring minimal downtime and an immediate contribution to [Target Department]'s ongoing clinical/laboratory milestones. I am particularly drawn to this role because of [mention a specific reason related to the new department's research goals].

I look forward to the possibility of discussing how my internal experience and technical background align with the needs of your research group. Thank you for your time and for considering my application for this internal transfer.

Sincerely,

[Your Signature]
[Your Printed Name]