

**To:** *[Hiring Manager Name]*

**From:** *[Your Name]*

**Current Role/Department:** *[Current Position], [Current Department]*

**Date:** *[Date]*

**Re:** Internal Transfer Application for *[Target Lab/Department]* Research Associate Position

Dear *[Hiring Manager Last Name]*,

I am writing to formally express my interest in the Research Associate position within the *[Target Department/Lab Name]*, as advertised on the internal careers portal. Having spent *[Time Period]* with *[Organization Name]* in the *[Current Department]*, I am eager to transition my technical skills and institutional knowledge to support your team's current work in *[Specific Research Area/Project]*.

In my current role under *[Current Supervisor's Name]*, I have focused on *[Core Responsibility 1]* and *[Core Responsibility 2]*. My key achievements include:

- *[Achievement 1: e.g., Optimized a specific protocol or managed a specific dataset]*
- *[Achievement 2: e.g., Published internal reports or collaborated across departments]*
- *[Achievement 3: e.g., Mastered specific laboratory equipment or software tools]*

I believe this transfer would be mutually beneficial. My familiarity with *[Organization Name]*'s standard operating procedures, safety protocols, and internal software systems will allow me to integrate into your lab with minimal lead time. I am particularly drawn to your team's recent progress in *[Reference a recent project or paper from the target team]* and am confident that my background in *[Specific Skillset]* aligns with your upcoming goals.

I am grateful for the opportunities I have had in my current department and look forward to the possibility of continuing my professional growth within your team. Thank you for your time and for considering my internal application. I welcome the opportunity to discuss how my research background can contribute to your project objectives.

Sincerely,

*[Your Signature]*

*[Your Employee ID / Contact Number]*