

Job Transfer Request Letter

Name of Employee
Address of Employee
City, State, Zip Code

DATE

Name of Company
Name of Human Resource or Hiring Person
Title of Human Resource of Hiring Person
Address of Company
City, State, Zip Code

RE: Request for job transfer

Dear NAME,

I learned about the position of TITLE that has recently become open from my immediate supervisor, Name of Supervisor, and would like to respectfully submit my application for the position.

I have worked in this company for eight years in several different departments and have a good understanding of the systems and procedures that make the company run smoothly. I have found the company to be a very well-run organization and supportive of its employees. It is my wish to further my career in this company, which is why I am applying to transfer to POSITION.

In my present position, I have made several contributions to the projects we undertake and have been commended twice by my supervisor for innovative and time-saving solutions. For example, LIST

COMMENDATIONS
ACCOMPLISHMENTS
AWARDS

I would like to use my experience and expertise to further the aims of the company as POSITION.

My full resume is enclosed with this letter. Thank you for considering my application. I can be reached at 555-123-4567 or at Name@email.com and would be happy to meet and discuss my transfer request. I will contact you again in a few days and look forward to hearing from you.

Sincerely,

Signature	of	Employee	Applicant
Printed	Name	of	Employee

Applicant List of enclosures: RESUME