JOB TRANSFER LETTER- TEMPORARY TO PERMANENT POSITION

NAME HERE  
ADDRESS

Phone no.

[Example@email.com](mailto:Example@email.com)

September 1, 2018

Recipient’s Name   
Marketing Manager  
Address  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Greene,

It was with great interest that I learned that HR will be accepting applications for a permanent full-time Sales Associate in the Young Men's Department. I have been employed as a temporary seasonal employee since November. I am very interested in staying on at Casey’s in a permanent position. Please accept my resume for review and consideration.

Before moving to Anytown last spring, I worked as a Sales Associate at Bibles in Bergville for three years. My experiences included customer service, inventory control, and merchandise display.

Working at Casey’s has been very rewarding, and I would appreciate the opportunity to become a permanent employee. I feel that both my previous experience and the commitment I have shown as a temporary employee make me an excellent candidate for the open position.

Best Regards,

NAME HERE