**Transfer Department Letter of Intent- Template**

*[Your Name]*

*[Company Name]*

*[Address]*

*[Date]*

*To;*

*[Receiver’s Name]*

*[Recipient’s Job title/position]*

*[Company Name]*

*[Address]*

*Dear [Recipient’s Surname]*

*I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Legal Name], am officially requesting that I be transferred from my current position as the\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Write your current job title] to the position of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [write the position you intend to transfer to]. The reason for asking for a transfer is because of \_\_\_\_\_\_\_\_\_\_\_\_ [Mention your reason(s)].*

*I have been working at my current position for\_\_\_\_\_\_\_\_\_\_\_\_\_ [Number of years you’ve worked], and so far, I have benefitted the company in the following ways during my tenure\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [List the ways you’ve been beneficial to the company].*

*My time working with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [company name] has been enriching to me, and I acknowledge and appreciate the experience I have gained so far. I am truly convinced that a transfer would benefit the company greatly as the new role befits my newly acquired skill set and would enable me to continue developing my career as an employee of this organization.*

*Thank you for considering my application. I’m looking forward to advancing my career in \_\_\_\_\_\_\_\_\_\_\_\_ [write the company name]. Should you require more information from me, Kindly contact me via email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ provide your email address].*

*Sincerely,*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [signature]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name]*