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| |  | | --- | | **TRANSFER REQUEST LETTER** |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **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.  I will contact you again in a few days and look forward to hearing from you.  Sincerely,  [Your Full Name]  [Your Signature] | |