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| **TRANSFER REQUEST LETTER** |

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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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| **RE:** Request for job transferDear [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] |

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