

[Your Name]
[Your Employee ID]
[Current Department]
[Current Position]

[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Voluntary Transfer Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request a voluntary transfer from my current position as [Current Job Title] in the [Current Department] to the position of [Target Job Title] in the [Target Department].

I have been with [Company Name] for [Number] years/months, and I am very grateful for the opportunities I have had. I am interested in this transfer because [briefly state reason, e.g., to develop new skills, career alignment, or relocation].

I believe my experience in [Current Department] and my skills in [Key Skill 1] and [Key Skill 2] will allow me to contribute effectively to the [Target Department] team. I am committed to ensuring a smooth transition and am happy to assist in training my replacement or completing outstanding projects before moving.

I have attached my updated resume for your review. I look forward to discussing this request and any next steps in the transfer process.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]