**Job Transfer Request Letter Template**

[Name of Employee]  
[Address of Employee]  
[City, State, Zip Code]  
  
[DATE]  
  
[Name of Company]  
[Name of Human Resource or Hiring Person]  
[Title of Human Resource of Hiring Person]  
[Address of Company]  
[City, State, Zip Code]  
  
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. For example, LIST  
  
[COMMENDATIONS]  
[ACCOMPLISHMENTS]  
[AWARDS]  
  
I would like to use my experience and expertise to further the aims of the company as [POSITION].  
  
My full resume is enclosed with this letter. Thank you for considering my application. I can be reached at [555-123-4567] or at [Name@email.com] and would be happy to meet and discuss my transfer request. I will contact you again in a few days and look forward to hearing from you.  
  
Sincerely,  
  
[Signature of Employee Applicant]  
[Printed Name of Employee]  
Applicant List of enclosures: RESUME