

Template for a Department Change Request Letter

[Your Name]
[Your Position]
[Your Current Department]
[Date]

[Recipient Name]
[Their Position]
[Company Name]

Dear [Recipient Name],

I am writing to formally request a transfer from my current position in the [Your Current Department] to the [Desired Department]. After thoughtful consideration, I believe that this move aligns well with my professional goals and skills.

Over the past [X years/months] in my current role, I have achieved [List Key Achievements], which I am incredibly proud of. I feel that my background and skills will allow me to effectively contribute to [Specific Projects or Goals in New Department].

I am particularly impressed by [Something Admirable About the New Department], and I am eager to bring my expertise in [Your Key Skills] to contribute to these initiatives. I understand that this request involves careful consideration and planning, and I am committed to assisting in whatever way necessary to facilitate a smooth transition.

Thank you for considering my request. I am looking forward to your positive response and am available at your earliest convenience to discuss this in more detail.

Sincerely,
[Your Name]