

Transfer Request Letter to Manager

Ravi Sharma
Software Developer
IT Department
ravisharma@email.com

January 7, 2025

Anjali Mehta
Manager
IT Department
XYZ Technologies

Subject: Request for Transfer

Dear Ms. Mehta,

I hope this letter finds you well. I am writing to formally request a transfer from my current position as Software Developer in the IT Department to a new role within the same department, preferably with more focus on project management and team coordination. I have greatly appreciated the opportunities to grow and develop within this team, but I feel that a change in my responsibilities would help me further enhance my skill set and contribute more effectively to the department.

Over the course of my time at XYZ Technologies, I have gained valuable experience in software development, but I am keen to expand my expertise in managing projects and leading teams. I believe that a transfer to a role focused on these areas would allow me to contribute even more to the success of the department while aligning with my long-term career goals.

I would be grateful if you could consider my request and provide an opportunity for me to take on more challenging responsibilities. I am happy to discuss this further and explore available positions that may align with my interests and skill set.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

Ravi Sharma