

Transfer Request Letter to Employer

Ajay Sharma
Marketing Executive
Marketing Department
ajaysharma@email.com

January 7, 2025

Sonal Patel
Human Resources Manager
ABC Corporation

Subject: Request for Transfer

Dear Ms. Patel,

I hope this message finds you well. I am writing to formally request a transfer from my current position as Marketing Executive in the Marketing Department to a position in the Sales Department. I have thoroughly enjoyed working at ABC Corporation and have gained valuable experience and skills during my time in the Marketing Department. However, after careful consideration, I believe a transfer to the Sales Department would provide me with the opportunity to further grow professionally and enhance my skills in customer relations and sales strategy.

I have always had a keen interest in direct customer interaction and contributing to revenue growth, and I believe my experience in marketing will be beneficial in a sales role. I am eager to take on new challenges and believe that my strong communication skills and understanding of the company's products will help me succeed in the Sales Department.

This transfer will allow me to contribute more effectively to the company's overall goals while enabling me to pursue a career path that aligns with my long-term professional objectives. I am confident that this move will allow me to grow within the company and continue to make meaningful contributions.

I appreciate your time and consideration in reviewing my request. I am more than willing to discuss this in further detail at your convenience and would be grateful for the opportunity to meet and talk about my request.

Thank you once again for your attention to this matter. I look forward to your response.

Sincerely,

Ajay Sharma