Transfer Request Letter

[Employee’s Name]

[Employee’s Address]

[City, State, and Zip Code]

[Date]

[Company’s Name]

[Hiring Person’s Name]

[Hiring Person’s Title]

[Company’s Address]

[City, State, and Zip Code]

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Name of Person,

Recently, my supervisor [Supervisor’s Name] told me about the XYZ position and I would like to apply.

I have been a Sales Manager for five years and believe that marketing and finance is my background. Subsequently, these are some of my strengths:

* [Mention Strengths and Abilities]
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please find my complete resume below. I am confident that I will not let you down since I know the company's rules and policies. You may contact me at [phone number] if necessary.

Sincerely,

Employee’s Signature

Employee’s Name Printed

List of enclosures