

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