
Internal Transfer Letter to Another Department

John Doe
Marketing Specialist
Marketing Department
XYZ Corporation
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Business City, NY, 10001
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555-0101
April 8, 2024

Jane Smith
Human Resources Manager
XYZ Corporation
123 Business Rd.
Business City, NY, 10001

Dear Ms. Smith,

I hope this letter finds you well. I am writing to express my interest in transferring to the Product Development Department as a Product Manager. After three years of dedicated service in the Marketing Department, I am seeking new challenges and opportunities for professional growth within our esteemed company.

During my time in the Marketing Department, I have had the opportunity to lead several successful product launch campaigns and contribute to a 30% year-over-year increase

in product sales. For example, I spearheaded the launch campaign for our now best-selling product, EcoClean, which significantly exceeded our initial sales projections and established new partnerships. These experiences have equipped me with a solid understanding of our company's operations and values, which I believe will be beneficial in the Product Development Department.

I am particularly drawn to the Product Development Department because of my passion for innovation and my desire to be directly involved in the creation of products that meet and exceed our customers' expectations. I am eager to contribute my skills in market analysis, project management, and creative problem-solving to support the department's goals and initiatives.

I understand the importance of a smooth transition and am committed to ensuring minimal disruption to my marketing team. To this end, I propose completing all my current projects and assisting in the training of my replacement over the next month to ensure a seamless handover.

I am grateful for the opportunities I have had in the Marketing Department and look forward to the possibility of continuing to grow and contribute to XYZ Corporation in a new capacity. I would appreciate the opportunity to discuss this transfer further and explore how I can best support the company's goals in the Product Development Department.

Thank you for considering my request. I am looking forward to your feedback and am happy to provide any additional information needed.

Sincerely,

John Doe