
Transfer Request Letter to Employer

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Samantha Greene
Director of Human Resources
Innovatech Solutions Inc.
456 Tech Avenue
Innovation City, CA, 90210

Dear Ms. Greene,

I hope this message finds you well. I am writing to formally request a transfer from my current position as Senior Graphic Designer in the Creative Department to the User Experience (UX) Design Team. After more than four years of contributing to a wide range of successful projects, I am seeking a new opportunity within Innovatech Solutions to further develop my skills and take on new challenges.

My tenure with the Creative Department has been incredibly rewarding. I've had the pleasure of leading the design for our flagship product's interface, which contributed to a 40% increase in user engagement. My collaboration with the UX Design Team on this

project sparked my interest in UX principles and methodologies, and since then, I've undertaken professional development courses in UX design.

I am particularly drawn to the UX Design Team because of my passion for creating intuitive and accessible designs that enhance user satisfaction. I believe that my background in graphic design, combined with my newfound skills and knowledge in UX, would allow me to make a significant contribution to the team's objectives.

Understanding the importance of ensuring continuity within the Creative Department, I am fully committed to assisting in the transition of my current responsibilities. I propose to lead the recruitment and training of my replacement, ensuring that ongoing projects continue without disruption.

Joining the UX Design Team represents a logical and exciting next step in my career with Innovatech Solutions, and I am eager to contribute my skills to our company's success from a new perspective. I am hopeful for your support in this transition and would appreciate the opportunity to discuss this request further.

Thank you very much for considering my application for transfer. I look forward to the possibility of continuing to grow and contribute to our company's innovative projects in this new capacity.

Warm regards,

Michael Robinson