

Letter of Transfer to Another Department Sample

Virginia J. Hillman

2662 Fraggie Drive
Elburn, IL 60119

Dear Dave Hill,

I have maintained my position at Portage Bakery for the last 5 years. I have worked very hard in the bread department and have earned the respect of all my superiors. I have learned everything there is to making the best bread dough in town!

But now, I wish to take on a new challenge. I would like to formally request a transfer, effective immediately, to the pastry department. I am confident that I will be able to transfer my work ethic and knowledge from the bread shop to the pastry shop.

Thank you for considering my transfer!

Sincerely,

V. Hillman