

Jennifer Aniston
678 North Street, Apt. 56
Newark, NJ, 30009

May 12, 2019

Smith Gayle
HR Manager
XYZ Technologies
5800 Vine Street Road
Newark, NJ, 30007

RE: Job Transfer Request Letter

Dear Ms. Gayle,

I get to know that there is a job opening for the position of Digital Marketing Executive in the New York City Office. I would like to submit my job application for the position.

I have been working at XYZ Technologies for more than seven years. Through these years, I have been a part of different departments and have a good understanding of how everything works here. I believe I would be able to handle the position smoothly.

I want to take my career further with this company, that's why I am applying to transfer to Digital Marketing Executive position. Currently, I am handling multiple Digital Marketing projects. My experience and expertise in Marketing will be an asset for the current open position.

I have enclosed my full resume with this letter. Please go through that. For any questions, please feel free to reach me at 555-123-4557 or at xyz@anymail.com. I am hoping to hear positive from you.

Sincerely,

Signature
Jennifer Aniston