

Request Letter for Changing Job Position

[Name of Employee]
[Address of Employee]
[City, State, Zip Code]

[Date]

To,
The HR Manager,
[Company /Branch – Name]
[Address]

Subject: Request for change in the job profile

Dear Sir/ Madam

As per my work experience and credentials, I would like to request for a change in my job position from [current position] to [desired position]. I am confident that I can shoulder the responsibilities of the said position and contribute to the company's growth.

Furthermore, I am eager to take on new challenges and hone my skills in order to better serve the company. I would be grateful if you could consider my request and provide me with an opportunity to prove my worth.

Thank you for your time and consideration. Kindly find attached my resume for your reference. I look forward to hearing from you soon.

Thanks, and Regards,

[Name of Employee]
[Department Name]