

# Employee Transfer Request for Family Reasons

To: [Manager's Name]

From: [Your Name]

Date: [Date]

Subject: Request for Transfer for Family Reasons

Dear [Manager's Name],

I am writing to formally request a transfer from my current position as [Your Position] in the [Current Department] to [Desired Position/Department] due to family reasons.

Recently, my family situation has changed, and it has become necessary for me to be closer to [Specify family member or situation, e.g., aging parents, spouse's job transfer]. I believe that transferring to [Desired Location or Department] would allow me to fulfill my family obligations while continuing to contribute to the company.

I am committed to ensuring a smooth transition and would be happy to assist in training my replacement or wrapping up any current projects. I value my role at [Company Name] and hope to continue my career growth within the organization.

I appreciate your consideration of my request and would be grateful for the opportunity to discuss this matter further at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]