

# Relocation Transfer Request

Date: [Insert Date]

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Human Resources Department

[Company Name]

[Company Address]

City, State, Zip

Dear [HR Manager's Name],

I am writing to formally request a relocation transfer due to personal circumstances that require me to move to [New Location]. As a dedicated employee of [Company Name] for [Duration of Employment], I am eager to continue contributing to the company's success while managing my personal obligations.

My current position as [Your Position] has provided me with invaluable experience, and I believe that my skills can benefit the team in [New Location]. I kindly request your support in facilitating this relocation. I am open to discussing the potential opportunities available within the [New Location] office.

Thank you for considering my request. I appreciate your understanding and assistance in this matter. I am looking forward to your positive response.

Sincerely,

[Your Name]