

# Request for Employee Transfer Approval

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Transfer Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for my transfer from [Current Department/Location] to [Desired Department/Location].

Due to [briefly explain reason for transfer, e.g., personal reasons, career development, etc.], I believe that this transfer will be beneficial for both myself and the company.

I have thoroughly considered this decision and am confident that my skills in [mention relevant skills or experiences] will contribute positively to the team at [Desired Department/Location].

I kindly ask for your support in facilitating this transfer and look forward to discussing this matter further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]