

# Employee Transfer Request

Date: [Insert Date]

To,  
[Manager's Name]  
[Company Name]  
[Company Address]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position at [Current Facility/Location] to [New Facility/Location]. I believe this move will allow me to contribute more effectively to our company and pursue my professional development.

During my time at [Current Facility/Location], I have [briefly mention achievements or contributions]. I am eager to bring this experience to [New Facility/Location] and support the team there.

I would greatly appreciate your support in this transition. Please let me know if you require any additional information or if we can arrange a meeting to discuss this further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]