

Relocation Transfer Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request a relocation transfer from my current position at [Current Location] to [Desired Location]. I have enjoyed my time at [Company's Name], and I believe that this transfer aligns with my professional growth and personal circumstances.

Due to [briefly explain reason for the transfer request, e.g., family reasons, personal situations, etc.], I am seeking a transfer to [Desired Location]. I am confident that this move will not only help me in my personal life but also allow me to continue contributing positively to [Company's Name].

I would appreciate your support in this matter and would be happy to discuss this further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]