

# Request for Transfer Due to Family Circumstances

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transfer from my current position at [Current Location/Department] to [Desired Location/Department] due to family circumstances that require my immediate attention and proximity to my family.

Due to [briefly explain the family situation, e.g., health issues, relocation of family members, etc.], it has become imperative for me to be closer to my family. I have greatly enjoyed my time at [Current Location/Department] and am committed to maintaining my performance and contributions to the company. I believe that a transfer would allow me to manage my family responsibilities more effectively while continuing to support [Company Name].

I am happy to assist with the transition and ensure that my responsibilities are handed over smoothly to maintain productivity in the team. I would greatly appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]

[Your Job Title]