

Internal Transfer Request for Relocation

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Department: [Your Current Department]

Subject: Request for Internal Transfer Due to Relocation

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an internal transfer within [Company Name] due to my upcoming relocation to [New Location]. My last day in my current position in [Current Department] will be [Last Working Day], and I am eager to discuss potential opportunities available at our [New Location] office.

During my time in [Current Department], I have thoroughly enjoyed being part of the team and contributing to our projects, particularly [mention any relevant project or accomplishment]. I believe my skills in [mention relevant skills or experience] would be beneficial in my prospective role at [New Location].

I appreciate your understanding of my situation and would be grateful for your support in facilitating my transfer. I am open to discussing potential positions and any necessary transitions to ensure a smooth process.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]