

Urgent Employee Transfer Request

To: [Manager's Name]
Department: [Department Name]
Date: [Date]

Dear [Manager's Name],

I am writing to formally request an urgent transfer for [Employee's Name], who currently holds the position of [Employee's Position] in [Current Department]. Due to [brief explanation of the reason for transfer, e.g., personal circumstances, health issues, etc.], it is imperative that this transfer be processed as soon as possible.

I believe that [Employee's Name] would be a valuable asset to [New Department] and can contribute positively to our team's objectives. I kindly ask for your prompt attention to this matter to facilitate a smooth transition.

Thank you for considering this urgent request. I am looking forward to your swift response.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]