

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position as [Your Job Title] in the [Current Department] to a position within [Desired Department or Location] due to personal reasons.

Due to [briefly explain personal reasons, e.g., family circumstances, relocation], I believe that a transfer would be more beneficial for my situation while allowing me to continue contributing to our esteemed company.

I am committed to ensuring a smooth transition and am willing to assist in training my replacement or wrapping up my current projects.

Thank you for considering my request. I am looking forward to discussing this further.

Sincerely,

[Your Name]