

Transfer Request Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Manager's Name

Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally request a transfer to the [New Location] office due to [brief explanation of reason, e.g., personal circumstances, family commitments, etc.]. I believe that this move will not only help me in my personal life but will also enable me to continue contributing effectively to our team.

Having worked at [Current Location] for [duration of time], I have gained substantial experience and skills that I am eager to bring to the [New Location] office. I am committed to ensuring a smooth transition and am willing to assist in training a replacement if necessary.

Thank you for considering my request. I hope to discuss this matter further and explore the possibilities of this transfer.

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]