

Employee Transfer Accommodation Aid Application

Date: [Insert Date]

To,

[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally request accommodation aid as I prepare for my upcoming transfer to [New Location] on [Transfer Date]. As discussed in our previous meetings, this transfer is crucial for my career growth and contribution to [Company Name].

Given the substantial expenses associated with relocating and securing housing in [New Location], I would greatly appreciate any assistance the company can provide in terms of accommodation aid. This support would significantly ease my transition and allow me to focus on my new role without the added stress of financial burden.

I am confident that my move will enhance my productivity and commitment to [Company Name] and I look forward to contributing positively in my new position.

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

Sincerely,

[Your Name]
[Your Position]
[Your Department]
[Contact Information]