

Transfer Request Due to Personal Reasons

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 to [desired location/department] due to personal reasons that require my attention closer to that area. This decision was not made lightly, and I believe that this transfer will help me maintain a better work-life balance.

I value my position at [Company's Name] and am committed to continuing my contributions to the team. I am more than willing to assist in the transition process to ensure a smooth handover of my current responsibilities.

Thank you for considering my request. I hope to discuss this matter further and look forward to your supportive response.

Sincerely,

[Your Name]