

Disagreement with transfer order

Subject: Request for Reconsideration of Transfer

Dear [Manager's Name],

I recently received notice of my transfer to [location/department], and I wish to respectfully express my concerns. While I understand the organizational reasons, this change poses significant challenges for me, including [list personal or professional challenges].

I am committed to supporting company objectives, but I believe there are other ways I can add value without requiring relocation. For example, I could [suggest alternatives or compromises].

I respectfully request a reconsideration of this decision and would appreciate the chance to discuss this further.

Sincerely,

[Your Name]

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