

Employee-Initiated Transfer Request Letter

Subject: Request for Transfer to [Preferred Branch]

Dear [Manager/HR Name],

I am writing to formally request a transfer from [Current Branch] to [Preferred Branch] due to [Reason – personal, family, or professional]. I believe this move will allow me to contribute more effectively to the organization.

I am willing to comply with all necessary procedures and assist in the transition process. I kindly request your consideration and approval of my transfer request.

Thank you for your attention to this matter.

Sincerely,

[Employee Name]

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