

Medical emergency transfer request

Subject: Request for Hardship Transfer - Medical Emergency

Dear [Supervisor/Manager/HR Director],

I am writing to formally request a hardship transfer due to a medical emergency in my family. My [relationship], [Name], has been diagnosed with [condition] and requires immediate and ongoing medical care that is only available in [location].

As the primary caregiver, I need to relocate to be closer to specialized medical facilities and provide the necessary support during this critical time. The medical team has advised that this condition requires long-term treatment, making my current position untenable.

I have been a dedicated employee for [duration] and would be grateful for the opportunity to continue my service with the company in a similar role at your [location] facility. I am willing to discuss any arrangements that would facilitate this transfer while maintaining my productivity and commitment.

I have attached medical documentation supporting this request and am available to discuss this matter at your earliest convenience.

Thank you for your understanding and consideration during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]

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