

Financial hardship transfer request

Subject: Hardship Transfer Request - Financial Circumstances

Dear [Manager/HR Team],

I hope this email finds you well. I am writing to request a hardship transfer due to significant financial difficulties that have recently impacted my family.

Due to unexpected circumstances including [job loss of spouse/medical bills/family emergency], our household income has been severely reduced. The cost of living in [current location] has become unsustainable, and I need to relocate to [proposed location] where living expenses are more manageable and family support is available.

I have thoroughly researched available positions within the company and believe that the [specific position] at the [location] branch would be an excellent fit for my skills and experience. This transfer would allow me to maintain my career with the company while addressing my family's immediate financial needs.

I am committed to ensuring a smooth transition and would be happy to assist in training my replacement. I hope we can work together to find a mutually beneficial solution.

Please let me know if you need any additional information or documentation to process this request.

Best regards,

[Your Name]

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