

Elder care hardship transfer request

Subject: Compassionate Transfer Request - Elder Care Responsibilities

Dear [Supervisor/Human Resources],

I am writing to request a hardship transfer to [location] to care for my aging parent who can no longer live independently.

My [mother/father], age [age], has recently experienced a decline in health and mobility that requires daily assistance with basic activities. As the only child living within a reasonable distance, I have become the primary caregiver. The current arrangement of traveling [distance] multiple times per week is no longer sustainable and is affecting both my work performance and my parent's well-being.

I have identified an opening for a [position title] at our [location] office, which would allow me to fulfill my professional responsibilities while being available for my parent's care needs. I believe my [years of experience] and proven track record make me well-suited for this role.

I understand that transfers require careful consideration and planning. I am prepared to work with you to ensure minimal disruption to current projects and am flexible with timing to accommodate business needs.

Thank you for considering my request. I look forward to discussing how we can make this transition work for everyone involved.

Respectfully,

[Your Name]

[Employee ID]

[Department]

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