

Education-related hardship transfer

Subject: Transfer Request - Educational Opportunity

Dear [Department Head/HR Manager],

I am writing to request a hardship transfer to support my child's educational needs and our family's long-term stability.

My [son/daughter] has been accepted into a specialized program for [gifted students/special needs/medical condition] at [school name] in [location]. This program is uniquely suited to address [his/her] specific requirements and represents a once-in-a-lifetime educational opportunity that is not available in our current area.

As a single parent, relocating without employment would create financial instability that could jeopardize this opportunity. I am hoping to transfer to a comparable position at our [location] branch, where I can maintain my career progression while ensuring my child receives the specialized education they need.

I have researched the staffing needs at the [location] office and believe my experience in [relevant skills] would be valuable to that team. I am confident that this transfer would benefit both my family's future and the company's operations in that region.

I would be grateful for the opportunity to discuss this request and explore available options.

Thank you for your time and consideration.

Warm regards,

[Your Name]

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