

Military spouse hardship transfer

Subject: Urgent Transfer Request - Military Family Relocation

Dear [Command/Supervisor],

I respectfully request a hardship transfer due to my spouse's military deployment and our family's need to relocate to [military base/location].

My spouse, [Rank and Name], has received orders for deployment to [location] beginning [date].

Military families often face unique challenges, and maintaining employment stability during these transitions is crucial for our family's well-being and financial security.

I have served in my current position for [duration] and have consistently exceeded performance expectations. I believe my skills in [relevant areas] would transfer well to a similar role at [proposed location]. This transfer would allow me to continue contributing to the organization while supporting my spouse's military service.

The military lifestyle requires flexibility and dedication - qualities I have demonstrated throughout my career. I am prepared to adapt to new team dynamics and contribute immediately to operations at the new location.

I hope you will consider this request favorably, recognizing the sacrifices military families make in service to our country.

Thank you for your support and understanding.

Respectfully submitted,

[Your Name]

[Military Spouse]

[Current Position]

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