

## **Safety-related hardship transfer**

Subject: Confidential Transfer Request - Personal Safety

Dear [Trusted Supervisor/HR Director],

I am writing to request a confidential hardship transfer for personal safety reasons that I prefer to discuss privately rather than detail in writing.

I find myself in a situation where continuing to work at my current location poses safety risks to myself and potentially to my colleagues. Relocating to another company facility would provide the distance and fresh start I need to ensure everyone's safety and well-being.

I have been a dedicated employee and would like to continue my career with the company if possible. I believe a transfer to [location] would allow me to maintain my professional responsibilities while addressing these personal circumstances.

I understand this request may seem unusual, but I hope you will consider the seriousness of the situation. I am happy to provide additional information in a confidential meeting and can supply any necessary documentation to support this request.

Please treat this matter with the utmost discretion, and I would appreciate the opportunity to discuss this situation privately at your earliest convenience.

Thank you for your understanding and support.

Confidentially yours,

[Your Name]

[Secure Contact Information]

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