

Transfer request due to relocation

Subject: Request for Transfer Due to Relocation

Dear [HR Manager's Name],

I am writing to request a transfer to our [City/Branch Office] location due to my upcoming relocation to [City]. I value my role in the company and would love to continue contributing from a different branch.

I understand the importance of ensuring that my transfer is seamless, and I am ready to coordinate with both current and future teams to make this successful. Please let me know the next steps I should take in the process.

Thank you for your understanding and support.

Best regards,

[Your Name]

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