

Transfer due to health concerns

Subject: Internal Transfer Request for Health Reasons

Dear [Manager's Name],

I am writing to request an internal transfer to a position in [Department/Branch], as it would be more suitable given my current health situation. My doctor has advised me to avoid [specific condition, e.g., long commutes, night shifts], and I believe this transfer would help me continue performing my best while taking care of my health.

I remain committed to fulfilling my duties and supporting the organization's goals. I kindly request your assistance in making this transition possible.

Thank you for your consideration.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/internal-transfer-letter>