

Employee Request for Job Transfer Letter

Subject: Request for Job Transfer

Dear [Manager/HR Name],

I am writing to formally request a transfer from my current position in [Current Department/Location] to [Desired Department/Location]. The reason for this request is [personal/professional reason, e.g., family relocation, career growth opportunities].

I am confident that my skills and experience will continue to benefit the company in the new role. I kindly request your consideration and approval for this transfer at your earliest convenience.

Thank you for your time and support.

Sincerely,

[Your Name]

[Current Position]

[Department]

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