

Request for transfer due to personal relocation

Subject: Request for Transfer Due to Relocation

Dear [Manager/HR],

I am requesting a transfer from my current position in [Current Location/Department] to [New Location/Department] due to personal/family relocation.

I am committed to continuing my work and contributing to the organization's goals in the new location. I am confident that my experience and skills will allow a seamless transition.

I appreciate your consideration and look forward to your favorable response.

Sincerely,

[Your Name]

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