Letter requesting temporary transfer for specific purpose

Subject: Request for Temporary Transfer

Dear [Managerâ€™s Name],

I would like to request a temporary transfer to [Target Department/Location] for a period of [duration] due to [reason: project requirements, training, family matters].

I assure you that I will continue to perform my responsibilities diligently and assist in any transitional requirements.

Your approval of this temporary transfer will be highly appreciated.

Thank you,

[Your Name]

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