Request for transfer due to health concerns

Subject: Request for Transfer on Medical Grounds

Dear [Manager/HR],

I am writing to request a transfer to [Target Location/Department] due to medical reasons that require me to [state reason: reduce travel, change environment, etc.].

I am committed to continuing my work efficiently in the new location and appreciate your understanding and support.

Kindly consider my request and let me know the next steps.

Sincerely,

[Your Name]

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