

Lateral Transfer Due to Relocation - Formal

Subject: Lateral Transfer Request Due to Relocation

Dear [HR Manager's Name],

I am writing to request a lateral transfer to [Branch/Office Location] due to my upcoming relocation to [City/State]. My family and I will be moving to this area on [approximate date] due to [spouse's job transfer/family circumstances/personal reasons].

I have thoroughly enjoyed my role as [Current Position] and am eager to continue contributing to [Company Name] in a similar capacity at the [Location] office. I have researched available positions and believe the [Position Title] role would be an excellent fit for my skills and experience.

My current responsibilities include [list key responsibilities], and I am confident I can seamlessly transition these skills to support the team at [new location]. I have [X years] of experience with the company and am fully committed to maintaining the same level of performance and dedication in the new location.

I would appreciate the opportunity to discuss available positions and the transfer process. I am flexible regarding start dates and am willing to coordinate with both my current and prospective teams to ensure continuity.

Please let me know the next steps in this process. I am happy to provide any additional information or documentation needed to facilitate this transfer.

Respectfully,

[Your Name]

[Employee ID]

[Contact Information]

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