

Provisional Transfer Request Email

Subject: Request for Location Transfer

Dear [Manager Name],

I hope this message finds you well. I would like to request a provisional transfer from [Current Location] to [Desired Location] due to [reason: family/personal circumstances]. This transfer is requested on a temporary basis and I am open to discussing suitable timelines.

I am happy to assist in the handover of my current responsibilities to ensure minimal disruption.

Thank you for considering my request.

Best regards,

[Your Name]

[Position]

[Company Name]

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