

Temporary Transfer Request Letter

Dear [Manager Name],

I am requesting a temporary transfer from [Current Location] to [Desired Location] for a period of [duration]. This request is due to [reason: project assignment, personal circumstances, or training].

I am committed to maintaining my responsibilities and ensuring minimal disruption during this temporary transfer. Thank you for considering my request.

Sincerely,

[Your Name]

[Position]

[Company Name]

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