Family-related Transfer Request Letter

Dear [Manager Name],

I am requesting a transfer from [Current Location] to [Desired Location] due to family obligations that require my presence. I have been dedicated to my role and am committed to ensuring a smooth transition for my team.

Your consideration and support in this matter will be greatly appreciated.

Thank you,

[Your Name]

[Position]

[Company Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/location-transfer-request-letter-sample