

Family Relocation Transfer Request

Subject: Transfer Request Due to Family Relocation

Dear [Manager's Name],

I am writing to request a transfer to the [Target Branch] due to family circumstances that require my relocation to [City/Region]. My spouse has accepted a position in [location], and we will be moving by [date].

I have thoroughly enjoyed my [duration] at [Current Branch] and have valued the relationships I've built with my colleagues and the contributions I've made to our team. Rather than resign from the company, I am hoping to continue my employment by transferring to [Target Branch], where I can maintain my commitment to our organization's success.

My experience in [specific areas] would translate well to the [Target Branch] team. I have reviewed the current staffing needs at that location and believe I could fill a valuable role in [department/area].

I am confident that my skills in [list relevant skills] would benefit the team there.

I understand that this request may require time for approval and coordination between branches. I am prepared to be flexible with the timing and would be available to travel between locations during a transition period if necessary. I am also happy to assist remotely during the interim to ensure no disruption to ongoing projects.

I would greatly appreciate your support in facilitating this transfer. Please let me know what steps I need to take to move forward with this process. I am available to discuss this matter at your convenience.

Thank you for your understanding and consideration.

Best regards,

[Your Name]

[Your Current Position]

[Contact Information]

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