

Hardship Transfer Request - Medical Reasons

Subject: Transfer Request for Medical Reasons

Dear [Manager's Name],

I am writing to request a transfer to [Target Branch] due to medical circumstances affecting myself/my family. After careful consideration and consultation with medical professionals, it has become necessary for me to relocate to [location] to access specialized medical care/support my family member's treatment.

I have been a dedicated employee at [Current Branch] for [duration] and have consistently met or exceeded performance expectations. This request is made with a heavy heart, as I have valued my time here immensely. However, the medical situation requires that I be closer to [medical facility/family support system].

I am committed to maintaining my employment with the company and believe that transferring to [Target Branch] would allow me to continue contributing to our organizational goals while addressing these pressing personal needs. I am prepared to discuss any accommodations that might be necessary during this transition.

I have attached documentation from my healthcare provider supporting this request, as required by company policy. I am willing to provide any additional information needed to process this transfer.

I understand the challenges this request may present and am committed to making the transition as smooth as possible. I am available to discuss timing and logistics at your earliest convenience.

Thank you for your compassion and understanding during this difficult time.

Respectfully,

[Your Name]

[Your Position]

[Contact Information]

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