

Commute Reduction Transfer Request

Subject: Transfer Request to [Target Branch] - Commute Considerations

Dear [Manager's Name],

I am writing to formally request a transfer from [Current Branch] to [Target Branch]. My current daily commute of [distance/time] has become increasingly challenging and is impacting my work-life balance and overall productivity.

During my [duration] with the company at [Current Branch], I have maintained excellent performance despite the lengthy commute. However, the [Target Branch] location would reduce my travel time by [amount], allowing me to dedicate more energy to my work and be more available for early meetings or urgent situations that may arise.

I believe this transfer would benefit the organization as well. With reduced commute stress, I can maintain higher energy levels and focus throughout the workday. Additionally, the [Target Branch] team could benefit from my experience in [specific areas], and I am eager to contribute to their ongoing projects.

I am committed to ensuring a smooth transition and would be happy to help train my replacement or provide remote support during the handover period. I am flexible regarding the transfer timeline and can work with both branches to identify the most appropriate timing.

I would appreciate the opportunity to discuss this request with you. Thank you for considering this application.

Best regards,

[Your Name]

[Your Position]

[Contact Information]

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