

Urgent Emergency Transfer Request

Subject: URGENT - Emergency Transfer Request to [Target Branch]

Dear [Manager's Name],

I am writing to request an emergency transfer to [Target Branch] due to unforeseen circumstances that require my immediate relocation to [location]. [Brief explanation: family emergency, sudden caregiving responsibilities, safety concerns, etc.]

I understand this is short notice, but the situation is urgent and unavoidable. I have been a reliable employee at [Current Branch] for [duration] and am committed to maintaining my employment with the company during this challenging time.

I am prepared to begin at [Target Branch] as soon as arrangements can be made. I will ensure all my current responsibilities are properly documented and handed over. I can be available remotely to assist with any questions during the transition period.

I would greatly appreciate your immediate attention to this matter. Please let me know what documentation or steps are required to expedite this transfer. I am available to discuss this by phone at [number] at your earliest convenience.

Thank you for your understanding during this difficult time.

Urgently,

[Your Name]

[Your Position]

[Contact Information]

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