

Transfer Request Due to Relocation

Subject: Request for Transfer due to Relocation

Dear [HR Manager's Name],

I am requesting a transfer from my current office at [Current Location] to [Target Location] as my family and I will be relocating to [New City/Area] effective [Date]. Continuing in my current role from the new location is not feasible.

I would be grateful if you could process this transfer at the earliest convenience and let me know the next steps required from my side.

Thank you for your support and understanding.

Sincerely,

[Your Name]

[Employee ID]

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