

Provisional Transfer Request

Subject: Provisional Transfer Request

Dear [Supervisor's Name],

I am submitting a provisional request to be temporarily transferred to [Target Department/Branch] due to [Reason, e.g., project requirements, temporary shortage of staff]. The proposed duration of this transfer is [Time Period].

I assure you of my commitment to perform effectively during this temporary assignment and will return to my original position after the stipulated period.

Thank you for considering this request.

Kind regards,

[Your Name]

[Position]

[Department]

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