

Emotional Transfer Letter

Subject: Request for Transfer

Dear [Manager's Name],

I hope you are doing well. I am writing this letter with a heartfelt request for a transfer to [Target Department]. This change is important to me personally and professionally, as it will allow me to pursue opportunities that align with my career goals and personal circumstances.

I sincerely appreciate all the support and guidance I have received from you and the team, and I hope my request will be considered favorably.

Warm regards,

[Your Name]

[Position]

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