

Formal Job Transfer Letter

Dear [Manager's Name],

I am writing to formally request a transfer from my current position at [Current Location/Department] to [Desired Location/Department], due to [reason such as family relocation, personal convenience, or career growth].

I have greatly enjoyed my time in my current role and am committed to ensuring a smooth transition.

I would appreciate your consideration and guidance regarding this request.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/transfer-application-letter>