

# Transfer Letter From One Branch To Another

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation]

[New Branch Name]

[Company/Organization Name]

[New Branch Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a transfer from my current position at [Current Branch Name] to a comparable position at [New Branch Name] within [Company/Organization Name]. I have thoroughly enjoyed my time at [Current Branch Name] and believe that this transfer will provide me with new opportunities for growth and development while continuing to contribute to the success of our organization.

Over the course of my time at [Current Branch Name], I have had the privilege of working with a dedicated team and have gained valuable experience in [mention relevant skills or responsibilities]. However, after careful consideration and discussion with my immediate supervisor, I believe that a transfer to [New Branch Name] aligns with my long-term career goals and will allow me to bring a fresh perspective to the challenges and projects at the new branch.

I have already discussed this possibility with [Current Supervisor's Name], and they have provided their support and recommendation for my transfer. I am committed to ensuring a smooth transition

and would be happy to assist in training my replacement, completing pending projects, and ensuring a seamless handover of responsibilities.

I kindly request that you consider my application for this transfer and provide me with any necessary guidance or paperwork required to facilitate the process. Please let me know if there are any additional steps I need to take or forms I need to complete.

Thank you for considering my request. I am excited about the opportunity to contribute to the success of [New Branch Name] and continue to grow as a valuable member of our team.

I look forward to your response and the possibility of joining the team at [New Branch Name]. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information or if there are any additional steps I need to take.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Current Supervisor's Name]

[HR Manager's Name]