

Request to transfer from one branch to another

Subject: Request for Transfer

Dear [Manager Name],

I would like to formally request a transfer from [Current Branch] to [Desired Branch] due to [Reason: personal, family, career development]. I believe this move will help me continue contributing effectively to the organization.

I would appreciate your consideration and guidance on the necessary steps to facilitate this transfer.

Thank you for your support,

[Employee Name]

[Designation]

[Current Branch]

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