

Formal Transfer Letter

Subject: Transfer to Another Location

Dear [Manager's Name],

I am writing to formally request a transfer from my current role at [Current Location] to the [Requested Location] office. This transfer will allow me to continue contributing to the organization while accommodating personal circumstances that require my relocation.

During my time at [Company Name], I have enjoyed working with my team and contributing to projects such as [specific examples]. I am confident that my experience and knowledge can be equally beneficial at the [Requested Location].

I kindly ask for your approval and guidance on the next steps to make this transition smooth. I am willing to assist in handing over responsibilities to ensure no disruption in workflow.

Thank you for considering my request.

Sincerely,

[Your Name]

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