

Provisional Transfer Message

Subject: Provisional Transfer Request

Dear [Manager's Name],

I am writing to request a provisional transfer to the [New Location] office, effective from [preferred date]. This request is made in anticipation of approval from higher management and HR.

I understand that the final decision depends on company requirements and staffing needs. However, I wanted to formally express my interest and availability should this transfer be possible.

I am committed to ensuring a seamless transition and continuing to contribute to company goals.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/transfer-letter-sample-another-location>