

Formal Transfer Request

Subject: Request for Employee Transfer

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transfer from my current position in [Current Department] to [Desired Department/Location]. This request is motivated by [state reason, e.g., career growth, personal reasons, family relocation].

I have enjoyed my tenure in my current role and believe that this transfer will allow me to continue contributing effectively while addressing my current needs. I kindly request your consideration and guidance on the process and any documentation required.

Thank you for your time and support.

Sincerely,

[Your Name]

[Current Position]

[Department]

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