

Provisional Transfer

Subject: Provisional Transfer Request

Dear [Supervisor's Name],

I am requesting a provisional transfer to [Desired Department/Branch] for a period of [duration], starting from [start date]. This transfer is requested due to [reason, e.g., temporary family relocation or project requirements].

I will ensure all current responsibilities are managed effectively before the transfer. I kindly seek your approval and instructions for the provisional process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Position]

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