
Employee Transfer Request Letter

[Your Name]
[Your Job Title]
[Your Current Department]
[Company Name]
[Address]
[City, State, ZIP Code]
[Date]

To:

[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Address]
[City, State, ZIP Code]

Subject: Request for Transfer to [New Location/Department]

Dear [Recipient's Name],

I am writing to formally request a transfer to [new location/department]. This request is based on [state reason, e.g., personal circumstances, professional growth opportunities, or a desire to contribute to a different team].

I have thoroughly enjoyed my time in [current department/location] and appreciate the opportunities provided to me. I am confident that my skills and experience will enable me to make meaningful contributions in the [new location/department].

Thank you for considering my request. Please let me know if there are additional steps or documentation needed to process this transfer.

Sincerely,

[Your Full Name]