### horizontal line**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]