**Job Transfer to Another Branch Request Letter:**

To,

The Human Resource Manager,

ABC Trading Company Limited,

Gloucester,

United Kingdom

Date: 00 / 00 / 0000

Dear Sir,

RE: REQUEST FOR A JOB TRANSFER TO ANOTHER BRANCH

I am an employee of your sacred company. I am employed as a customer care executive. I am attached to the Customer Care Department. I would, however, wish to be transferred to your Bristol, United Kingdom branch but in the same capacity.

My desire for a transfer has been occasioned by the transfer of my husband to the said location. It is therefore well in line with your organizational policy.

I know too well that my departure from the Gloucester branch shall create a void which might never be filled soon. However, it is not my fault either to desire to relocate. Sorry for any inconveniences well in advance.

Please consider my plea with pity.

Sincerely,

Anna Brooklyn