Job Transfer Request Letter Template

[Employee’s Name]
[Employee’s Address]
[City, State, Zip Code]

[DATE]

[Employer’s Name]
[Employer’s Address]
[City, State, Zip Code]

RE: Request for job transfer

Dear [Employer’s Name],

I am writing to request consideration of a transfer from my position at [Current Office] to a similar position at the [New Office].

I fully understand the requirements of the job, as I have been working at this company for the past five years and will do my best to continue working to the standard of the company.

I would be happy to meet you and give you any further information you require and answer questions. My phone number is [555-123-4567] and my email address is [Name@email.com].

Thank you for your consideration in this matter.

Sincerely,

[Employee’s signature]
[Employee’s printed Name]
[List of enclosures]

By Andre Bradley