Template for a Job Transfer Letter

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From,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject: Letter requesting a job transfer.

Dear Sir/Madam,

This is to bring to your notice that I am hereby making a formal request for a transfer to a different location, within the organisation. I would like to request a transfer to the \_\_\_\_\_\_ (city) office, which is closer to my parents’ house than \_\_\_\_\_\_(current city). I would prefer spending more time with my parents and my relatives because I seldom meet them due to the distances involved.

I have completed all the assignments and tasks that were to be submitted by me for this financial year. Therefore, it would be convenient for the organisation to affect my transfer beginning from the next financial year \_\_\_\_\_\_ (date).

I humbly request you to consider this application and accept my request for a job transfer. I am willing to provide any further information at your earliest convenience.

Thank you,

Sincerely,

\_\_\_\_\_\_\_ (name and designation).