**job transfer request LETTER**

Date: June 26, 2019

To,

[ATTN]

[ADDRESS]

[POSTAL CODE]

[COUNTRY]

**Subject:** Job Transfer Request Letter for Relocation

To Whom It May Concern / Dear Mr., Mrs.,

I would like to respectfully inquire about the possibility of a transfer from [Name’s] in any town, [City] to the New city, XX location. My spouse has received a job opportunity there, which would begin next month.

I have enjoyed working here for the past six years, first as [Job Title], and in my recent promotion to [Job Title]. I feel that I have been an asset in the [Name Department], and would like to continue my association with the company.

I am able to stay on for several weeks to help train someone to fill the position I will leave here in any town. I know several employees at the store who would make good candidates for the position, and would be happy to share my thoughts with you.

My experience at [Name’s] has been very rewarding, and I would appreciate the opportunity to continue my career with the company. Your thoughtful consideration of my request is greatly appreciated.

Yours sincerely,

[NAME]

[Signature]

[Formal Name + Title]

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