TRANSFER REQUEST LETTER TEMPLATE

**[Name Surname]  
[Address]  
  
[Month DD, YYYY]**

**[Name Surname**]  
HR Officer  
**[Company Name]**

**[Address]**

RE: Transfer Request Letter

Dear Mr. / Ms. **[Last Name]**,

I saw on Intranet pages that there is a job opening for the position of **[Name of the position]** in the **[Name/place of branch office where you would like to be transferred]**Branch. I would like to submit my job application for the position.

I have been working at **[Company Name]** for several years. Through these years, I have been a part of different departments and have a good understanding of our internal operations and procedures. Therefore, I am sure I would be able to handle well all the tasks required by this position.

I want to take my career further with this company and that’s why I am applying to transfer to **[Name of the position]** position. My experience and expertise in field will be an asset for the current open position.

I have enclosed my resume with this letter, for your review and consideration. If you have any further questions, please feel free to contact me at **[Phone number]** or at **[email address]**.

I am looking forward to your positive response.

Best regards,

[Signature]  
[Name Surname]