**Teacher Job Transfer Request Letter**

Respected Principal,

I wrote this letter to you to[request for my job transfer](https://semioffice.com/applications/job-applications/teacher-job-transfer-request-letter/). I have been working in this Campus since 4 years as Science teacher for 8th and 9th Grade. I have always worked hard and focused on every single student so that they their progress is good. However, recently I got married and as my husband is a resident of Multan so I will have to shift to the city.

I request you to kindly approve my request of transfer to Beacon House School System, Multan Campus. You may look into my work profile that I have been active from the day I joined this campus and have taken all my tasks seriously and completed them in time. I promise you to work with same ardor in the future too. I know that I am requesting this transfer in the middle of term which will disturb the students and their academic progress too. However, I do know a science teacher with acceptable qualification and teaching experience, who can substitute me. I can talk to her and guide her about the present progress of both classes so she can easily continue the syllabus.  If the students are satisfied then you can hire her permanently but if not then in the meantime another teacher can be hired.

I hope I will get a positive response from you.

Best Regards,

Fatima Aamir,

Science Teacher