

Transfer Request Letter

Alex
312 West Coast Street
Great town, FL, 3456
alex@gmail.com
(818) 3453454

27th January 2021.

Mary
HR Manager
Wellness Hospital
355 West Coast Street
Great town, FL, 3450

Dear Mrs. Mary,

Please accept this letter as a formal request to transfer my position as ICT Manager at Wellness Hospital to our company's branch in Hawaii in the same position. My spouse recently got admitted to a local hospital in Hawaii. Therefore in order to give her good care and attention, I saw it good to be in close proximity to him.

I wish to express my sincere appreciation for your support. Within the past two years, I have really enjoyed working with you. I have had a hard time traveling up and down. This has significantly affected my performance. However, if I move close to my family, I will concentrate my efforts on the betterment of the company.

I am sure my experience and technical skills will be a great asset to our company branch in Hawaii. Also, I assure you of my continued commitment and dedication to the company. Please consider my circumstance and grant me the transfer at the earliest of your convenience.

Kind regards
Alex

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Kathleen Armour



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United States. General Accounting Office,1986 Catalog of reports decisions and opinions testimonies and speeches
Manual of Meat Inspection Procedures of the United States Department of Agriculture United States. Consumer and
Marketing Service. Meat Inspection Division,1960 **Federal Register** ,2006-12 **FCC Record** United States. Federal
Communications Commission,2000 **Manual of Meat Inspection Procedures of the United States Department of
Agriculture** United States. Agricultural Research Service,1963 *Manual of Inspection Procedures of the Meat Inspection
Service of the United States Department of Agriculture* United States. Agricultural Research Service. Meat Inspection
Division,1959 *Manual of Meat Inspection Procedures of the United States Department of Agriculture* United States.
Agricultural Research Service. Meat Inspection Division,1959 **Publishing Forms and Contracts** Roy
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that regularly contract into a variety of agreements and need advice in drafting or negotiating the best terms for a deal or
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for teaching the facts of pharmacy law and for stimulating critical thinking issues in pharmacy law *The Code of Federal
Regulations of the United States of America Having General Applicability and Legal Effect in Force June 1, 1938 ,1939* The
Code of federal regulations is the codification of the general and permanent rules published in the Federal register by the
executive departments and agencies of the federal government *Enlisted Personnel Management* United States.
Department of the Army,1987 **Supplement to the Code of Federal Regulations of the United States of America**
,1945 Report United States. Congress. House,1939 *Internal Revenue Cumulative Bulletin* United States. Internal
Revenue Service,1992 **Manual of Patent Examining Procedure** ,2004 Catalogue of Forms, Form Letters, Notices
United States. Internal Revenue Service,1970 **Catalog of Federal Tax Forms, Form Letters, and Notices** ,1980

Naval Military Personnel Manual United States. Bureau of Naval Personnel,1991

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