

# 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**

# Sample Letter Requesting Transfer Document

**Lingjun Ying**



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