

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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Ying-Ying Zheng



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