

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

Jessica J Manson

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

Sample Letter Requesting Transfer Document:

Unveiling the Magic of Words: A Overview of "**Sample Letter Requesting Transfer Document**"

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