**Transfer letter of intent due to relocation- sample**

Here is an example of a letter message used to request a transfer to another job location due to the employee’s anticipation of relocating to a new place.

*Vanessa Stephen,*

*Assistant Manager- Operations*

*HH & Young Ltd Co.*

*76-002 Wembley Avenue, Los Angeles*

*April 11, 2021,*

*Noah Parker,*

*General Manager,*

*HH & Young Ltd Co.*

*76-002, Wembley Avenue, Los Angeles*

*Dear Mr. Parker,*

*My Name is Vanessa Stephen. I am formally writing to request that I be transferred from my current position as an Operations Assistant Manager at HH & Young Ltd Co. Main branch, Los Angeles, to Senior Overall Superintendent’s position HH & Young Company ltd, North Carolina branch. My main reason for wanting to be transferred to the branch is because I anticipate moving to North Carolina State to be reunited with my spouse and children. I also came across a job listing for the Senior Overall Superintendent position in the branch, and I am very interested in the position.*

*I believe that my experience here at HH & Young Ltd Co. Main branch, Los Angeles, makes me an excellent fit for the position. I have worked with the company for over 7 years now. Within those years, I have worked in different capacities starting from internship position to Junior employee, and I have been able to climb up the managerial ladder to the role that I currently hold at the company. The that I have gained from these positions over the years, plus my intimate knowledge of the day-to-day operations and processes of HH & Young ltd, will be invaluable to the company, especially in making the North Carolina branch visible within the current competitive market.*

*My time spent working with the Los Angeles branch team has been extremely challenging, exciting, and rewarding. Further, I have learned a lot from all the employees I have had the pleasure of working with. I am eager to continue growing my professional career in this reputable company.*

*I thank you for your consideration, and I look forward to hearing from you soon. If you need more information regarding my application, Kindly contact me through my email at Email@gmail.com or through phone at +012 3467 0961*

*Sincerely,*

*Vanessa Stephen.*