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| **TRANSFER REQUEST LETTER** | [Email] |
|  | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Respected [Sir/ Madam],

My name is [Name] and I am working in [Department] of your company as [Designation]. I have been working since [Duration] and my employee ID is [Employee ID].

This is to inform you that I have been working in [Branch] of your company since [Duration/ Year]. I am writing this letter to request you for transferring me from [Branch] to [Branch]. I am requesting the transfer due to family reasons.

I believe you will consider the same as a genuine request of mine and you would help me by doing the needful at the earliest. In case of any queries, you may contact me at [Contact number].

Thanking you,

[Your Full Name]

[Your Signature]