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| **TRANSFER REQUEST LETTER** |

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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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Dear [Mr./Mrs.],I am [Name of the employee] working with this company since no. of years as a designation and I enjoy every moment of these years in this company. I share impressive relations with all my colleagues as well as with my senior staff.I am satisfied with the work and work environment which I got here. Now I want to be transferred to our desired branch due to personal circumstance it is necessary for me to take this move.An illness in my family has made it necessary for me to relocate to location. I would like to continue providing job excellence to this organization, and hope that we are able to work together to find a solution that fits both of our needs. Hence, I want to make an application to you kindly transfer me to that branch. I expect you will understand my situation and response the needful for the same. Truly yours, [Name of the employee] |