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| |  | | --- | | **TRANSFER REQUEST LETTER** |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **RE**: Request for job transfer  Dear [Employer’s Name],  I am writing to request consideration of a transfer from my position at [Current Office] to a similar position at the [New Office].  I fully understand the requirements of the job, as I have been working at this company for the past five years and will do my best to continue working to the standard of the company.  I would be happy to meet you and give you any further information you require and answer questions. My email address is [Name@email.com].  Thank you for your consideration in this matter.  Sincerely,  [Your Full Name]  [Your Signature] | |