Job Transfer Request Letter Example

Dear Sir/Madam,

Transfer Request

I currently work as JOB TITLE and have worked for COMPANY NAME for HOW LONG based at LOCATION but now I am looking to transfer my role to NAME OF NEW LOCATION.

The reason for my request to transfer to NEW LOCATION is due to Reasons – as detailed above, partner relocation, interest in working in a new country, change of direction etc.

I have really enjoyed my time working at CURRENT LOCATION but feel now is the time to change and I would be very grateful if my request would be considered. If my request is successful I am able to relocate during whatever time frames you need to work to. (If you have any further information here example: partner relocation when is he/she relocating so the time can be matched ideally etc).

Thank you for reading my letter and considering my request, if you need any further information, please do not hesitate to contact me.

I look forward to hearing from you in due course.

Yours sincerely

NAME SURNAME