

Job Transfer Request Letter Example - Relocation

Subject: Application for Transfer

Dear HR Contact,

I would like to respectfully inquire about the possibility of a transfer from RagCo in Smalltown, NV to the Bigville, CA location. My spouse has received a job opportunity there, which would begin next month. I have enjoyed working here for the past six years, first as Assistant Manager, and in my recent promotion to Manager. I feel that I have been an asset in the Bridal Department, and would like to continue my association with the company.

I am able to stay on for several weeks to help train someone to fill the position I will leave here in Smalltown. I know several employees at the store who would make good candidates for the position, and would be happy to share my thoughts with you.

My experience at RagCo has been very rewarding, and I would appreciate the opportunity to continue my career with the company. Your thoughtful consideration of my request is greatly appreciated.

Sincerely,

First name Last name

Title

Email

Phone