

[Your Name]  
[Your Current Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name or Department Name]  
[Organization/Relevant Authority Name]  
[Address]

**Subject: Notification of Change of Employer and Request for Record Transfer**

Dear [Recipient Name],

I am writing to formally notify you of a change in my employment status. I have recently accepted a new position and will be transferring my professional records and/or sponsorship to my new employer.

Please find my current employment details below:

- **Current Employer:** [Name of Previous/Current Company]
- **Last Working Day:** [Date]

My new employment details are as follows:

- **New Employer:** [Name of New Company]
- **Job Title:** [Your New Position]
- **Start Date:** [Date]
- **New Employer Address:** [Address of New Company]

I kindly request that you update your records accordingly and initiate any necessary transfer processes associated with my file. Please let me know if there are any specific forms or additional documents required from my side or from my new employer to complete this transition.

Thank you for your assistance regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]