

[Your Full Name]  
[Your Employee ID]  
[Current Branch Name]  
[Date]

[Manager's Name]  
[Manager's Title]  
[Company Name]

Re: Request for Voluntary Branch Relocation

Dear [Manager's Name],

I am writing to formally request a voluntary transfer from my current position at the [Current Branch Name] to the [Target Branch Name], effective [Proposed Start Date].

I am requesting this relocation because of [mention brief reason, e.g., personal reasons / family relocation / commute reduction]. I am confident that I can continue to perform my duties effectively at the new location and contribute to the success of that branch.

I have thoroughly enjoyed my time at [Current Branch Name] and am committed to ensuring a smooth transition of my current responsibilities before my departure. I am happy to assist in training a replacement or documenting my current workflows during the notice period.

I would appreciate the opportunity to discuss this request with you in person at your earliest convenience. Thank you for your time and for considering my application for relocation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]