

[Your Name]
[Current Job Title]
[Current Department]
[Date]

To: [Manager's Name]
[Human Resources Department]
[Company Name]

Subject: Request for Voluntary Relocation to [Target Branch Name]

Dear [Manager's Name],

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

The reason for this request is [mention reason, e.g., personal circumstances / desire to work in a specific region]. I believe this transition will allow me to continue contributing to [Company Name] while accommodating my current situation.

I am committed to ensuring a smooth transition. I am happy to assist in training a replacement or completing my current projects before my departure. I have also reviewed the available openings at the [Target Branch Location] and believe my skills in [mention key skills/experience] make me a strong fit for the team there.

Thank you for considering my request. I look forward to discussing the possibility of this relocation and the next steps involved in the transfer process.

Sincerely,

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