

To: [Manager's Name / HR Department]
From: [Your Full Name]
Date: [Current Date]
Subject: Request for Voluntary Branch Relocation

Dear [Recipient Name],

I am writing to formally express my interest in relocating from the [Current Branch Name] branch to the [Target Branch Name] branch, effective [Requested Start Date].

I am seeking this relocation because [mention brief reason, e.g., personal circumstances, proximity to home, or professional growth]. I have enjoyed my [Number] years at the [Current Branch Name] branch and remain committed to my role as [Your Job Title].

I believe this move will allow me to continue contributing effectively to the company while maintaining a better work-life balance. I am prepared to assist in the transition process to ensure there is no disruption to current operations.

I have attached my updated internal CV and a summary of my recent performance achievements for your review. I am available to discuss this request further at your earliest convenience.

Thank you for considering my application for relocation.

Sincerely,

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