

[Your Name]
[Your Current Job Title]
[Employee ID Number]
[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Request for Voluntary Branch Relocation

Dear [Manager's Name],

I am writing to formally request a voluntary relocation from the [Current Branch Location] branch to the [Target Branch Location] branch. I would like to propose this transition to be effective as of [Proposed Start Date].

My primary reason for this request is [mention reason, e.g., personal circumstances / family relocation / desire to work in the specific region]. I remain fully committed to my role and to [Company Name], and I am confident that I can continue to perform my duties effectively from the new location.

I have reviewed the current openings at the [Target Branch Location] and believe my skills as a [Your Job Title] would be a strong asset to the team there. I am happy to discuss how my current responsibilities will be handed over or how I can assist in the transition process to ensure no disruption to our operations.

I am available to meet at your earliest convenience to discuss this request, potential logistics, and any company policies regarding internal transfers.

Thank you for your time and for considering my request.

Sincerely,

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