

[Your Name]  
[Employee ID Number]  
[Current Branch/Department]  
[Date]

[Manager's Name or HR Manager]  
[Company Name]  
[Head Office Address]

**Subject: Application for Voluntary Branch Relocation**

Dear [Manager's Name],

I am writing to formally request a voluntary transfer from my current position as [Your Job Title] at the [Current Branch Location] to the [Target Branch Location].

I have been with [Company Name] for [Number] years, and I am deeply committed to the organization. My decision to request this relocation is due to [briefly mention reason, e.g., personal reasons / family relocation / proximity to home]. I believe this move will allow me to maintain a better work-life balance while continuing to contribute effectively to the company.

I am confident that the skills I have developed in my current role will be an asset to the team at the [Target Branch Location]. I am prepared to ensure a smooth handover of my current responsibilities and am flexible regarding the transition timeline.

Thank you for considering my application. I look forward to discussing this request further at your convenience.

Sincerely,

[Signature]

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