

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

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

RE: Request for Professional Development Relocation Transfer

Dear [Manager's Name],

I am writing to formally request a transfer from my current position as [Current Job Title] in [Current Location] to the [Target Job Title] position at the [New Location/Branch] office, effective [Desired Date].

My primary motivation for this transfer is professional development. Having served in my current role for [Number] years, I have gained significant experience in [Specific Skill or Area]. I believe that transitioning to the [New Location] team will allow me to:

- Gain exposure to [Specific Market/Project/Client Base] unique to that office.
- Collaborate with the [Specific Department] team to broaden my technical expertise.
- Contribute my existing knowledge of [Current Skill] to support the goals of the new branch.

I am committed to ensuring a smooth transition. I am prepared to assist in training my replacement and documenting my current workflows before my departure. I am also eager to discuss how my relocation can best serve the long-term strategic goals of [Company Name].

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

Sincerely,

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