

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

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

Subject: Request for Transfer to [Target Branch Name]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position at the [Current City/Branch] office to the [Target City/Branch] office, effective [Desired Start Date].

My reason for requesting this transfer is [mention reason: e.g., personal relocation, family reasons, or professional growth]. I believe that moving to the [Target Branch] will allow me to continue contributing to the company while accommodating my current circumstances.

During my time at the [Current Branch], I have successfully [mention a brief achievement or responsibility]. I am committed to ensuring a smooth transition of my current duties before my departure and am happy to assist in training a replacement or documenting my workflows.

I have already discussed the possibility of an opening with [Name of Manager at Target Branch, if applicable], who has indicated interest in my transition. I am eager to bring my experience and skills to the new team and continue my career with [Company Name].

Thank you for considering my request. I look forward to discussing this further with you.

Sincerely,

[Your Signature]
[Your Printed Name]