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

Date: [Current Date]

Subject: Request for Transfer to Home Branch - [Branch Name/Location]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position at the [Current Branch Name] branch to my original home branch located at [Home Branch Name/Location].

I have thoroughly enjoyed my time working with the team here; however, I would like to return to the home branch due to [mention brief reason, e.g., family commitments / personal reasons / commute time].

I am committed to ensuring a smooth transition and am happy to assist in training a replacement or completing any outstanding projects before my departure. I hope to move by [Requested Transfer Date], or as soon as a vacancy becomes available.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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