Date: [Insert Date]

To: [Name of Branch Manager/Department Head]
Current Branch: [Name of Current Branch]
Location: [Current City/Location]

Subject: Clearance and Request for Transfer Back to Home Branch

Dear [Recipient Name],

I am writing to formally request a transfer from my current posting at [Current Branch Name] back to my home branch located at [Home Branch Name/Location], effective from [Start Date].

I have completed my assigned duties and projects at this branch. In view of this transfer, I request the initiation of my clearance process. I am prepared to hand over all company property, files, and pending responsibilities to the designated personnel as per company policy.

My request for return is based on [mention brief reason, e.g., completion of temporary assignment / personal circumstances / proximity to residence]. I believe this move will allow me to continue contributing effectively to the organization while maintaining a better work-life balance.

I would appreciate it if you could provide the necessary clearance certificate and formalize the transfer orders. Please let me know the specific steps I need to take to ensure a smooth transition.

Thank you for the support provided to me during my tenure at this branch.

Sincerely,

[Your Signature]
[Your Full Name]
[Your Employee ID]
[Your Current Designation]

For Office Use Only:

Department Clearance Status: [ ] Cleared [ ] Pending

Authorized Signature: _____