

TRANSFER LETTER

To

Human Resources Department

To Whom It May Concern,

I am writing to formally request a transfer within the Company to _____ department. I have thoroughly considered this decision and believe that a transfer would be beneficial for both myself and the organization.

I have been working as _____ under _____ department and I am grateful for all the career opportunities that have been given to me during this period. I believe that it will be more beneficial for me to work in _____ department as _____ due to the changing conditions in my life and my career development.

If my transfer request is approved by the Board of Trustees and the Management, I am committed to making a smooth transition and ensuring a seamless handover of my current responsibilities.

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

Sincerely,

Name

Date

Signature



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