Sender’s name:  
Address of the sender:

Date:

Receiver’s name:  
Address of the receiver:

**Subject: A request for transfer**

Dear Sir,

I am Mr. ABC working as a (mention your designation) in the sales department of the company. I am writing this letter to formally ask you to transfer me to the other branch of the company located in  (mention the address).

I am compelled to make this request because I have to relocate to my native town because of the illness of my mother.  There is no one with her to take care of my mother and therefore, it is my responsibility to take good care of her.

I would like to work in the other branch in the same position and fulfill the same responsibilities that I have been fulfilling in the same company. Furthermore, I am ready to train the replacement who is going to fill my space here.

I hope that you will understand my situation and take the necessary steps for my job relocation. In addition to it, I am looking forward to a kind response from your side.

Regards,

Name of the employee  
Designation of the employee in the company

Signatures