Date:

From:  
Name of the employer,   
Address of the company,

**Subject: Transfer request letter**

Respected (mention the name of the employer),

I am Ifrah Gull working as an [X] in the [X] department of the company. I have been working in this position for more than seven years. My designation code is [X].

I would like to inform you regretfully that I have been tested positive with COVID-19. As you know, this virus spreads so quickly, and therefore, I would like to keep myself at a distance. In addition to it, during this testing time, my family should be with me to take care of me. I am requesting for transfer because I want to shift to my home where I can get extra care after I have recovered from it.

I have come to know that there is a position of sales manager vacant in the branch of the company located in (mention the location). This would be so helpful for me if you understand the circumstances and ease me with completing my request.

I am looking forward to a kind reply from your side.

Regards,

Name of the employee,  
Department name  
Designation in the company

Signatures

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