Date:

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

**Subject: Transfer request letter for [X]**

Respected (mention the name of the employer),

This letter is being written to make a humble appeal to you to transfer my job to another branch of the company.  I have been working as a teacher in your school for more than 10 years. As you know, I live away from my home. My brother lives with my parents and takes care of them. Now, he has to go out of the station and it is expected of me to take the responsibility to take care of my parents.

I don’t want to leave the company at this crucial time. However, it is inevitable for me to move back home. Therefore, I would like to ask you to consider my request to transfer my job to another city. This way, I will be able to perform my job duties and take care of my parents at the same time.

I expect you to read my request and consider it. If you want to know more about it, feel free to contact me on my office phone number. I am waiting for your reply.

Regards,

Name of the employee,  
Department name  
Designation in the company  
Signatures

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