**LETTER OF INTENT TO TRANSFER**

(DEPARTMENT)

[EMPLOYEE NAME]

[EMPLOYEE ADDRESS]

[EMPLOYEE CITY, STATE, ZIP CODE]

Date: [DATE]

[EMPLOYER NAME]

[EMPLOYER ADDRESS]

[EMPLOYER CITY, STATE, ZIP CODE]

Dear [EMPLOYER NAME],

I, [EMPLOYEE NAME], am formally requesting that I be transferred from my position as [CURRENT POSITION] to the position of [TRANSFER POSITION]. My request for a transfer within department is due to [EXPLANATION]. I have worked at my position for [TIME PERIOD] and I have been able to benefit the company during my employment by [LIST SUCCESSES].

My time spent working with the organization has been extremely rewarding, and I am truly appreciative of the experience I have gained thus far. I believe that a transfer would benefit the company greatly as the new position is well-suited to my current skill set and would enable me to continue to develop as an employee.

I thank you for your consideration and look forward to continuing my growth with this company. Please do not hesitate to contact me should you require more information.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)

[Signature]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Print Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Email]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Phone]

**LETTER OF INTENT TO TRANSFER**

(RELOCATION)

[EMPLOYEE NAME]

[EMPLOYEE ADDRESS]

[EMPLOYEE CITY, STATE, ZIP CODE]

Date: [DATE]

[EMPLOYER NAME]

[EMPLOYER ADDRESS]

[EMPLOYER CITY, STATE, ZIP CODE]

Dear [EMPLOYER NAME],

I, [EMPLOYEE NAME], am formally requesting that I be transferred from my position as [CURRENT POSITION] at [CURRENT LOCATION] to the position of [TRANSFER POSITION] at [TRANSFER LOCATION] in [CITY, STATE]. I am requesting that I be relocated because [REASONS]. I have worked at my position for [TIME PERIOD] and, during this time, I believe I’ve been of considerable benefit to the organization.

My time spent working with the company has been extremely rewarding, and I am truly appreciative of the experience I have gained thus far. I look forward to the opportunity to apply my skill set and be of service to the staff at the new location.

I thank you for your consideration and look forward to continuing my growth with this company. Please do not hesitate to contact me should you require more information.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)

[Signature]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Print Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Email]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Phone