

LETTER OF INTENT TO TRANSFER

(DEPARTMENT)

Date: _____

Dear _____,

I, _____, am formally requesting that I be transferred from my position as _____ to the position of _____. My request for a transfer within department is due to _____.
I have worked at my position for _____ and I have been able to benefit the company during my employment by _____.

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,

[Signature]

[Print Name]

[Email]

[Phone]



LETTER OF INTENT TO TRANSFER

(RELOCATION)

Date: _____

Dear _____,

I, _____, am formally requesting that I be transferred from my position as _____ at _____ to the position of _____ at _____ in _____. I am requesting that I be relocated because _____. I have worked at my position for _____ 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,

[Signature]

[Print Name]

[Email]

[Phone]

