

REQUEST LETTER FOR TEACHERS JOB TRANSFER

Mrs. Your Name

Director,

The Educators, New York City.

Subject: Letter for Job Transfer

Dear Madam,

This letter is to inform you that I am working in this institute since three years as a Maths Teacher. Recently, I got married and I went to New York. I want to continue my job and my teaching record is good as well.

I do possess effective teaching skills, of which you are aware. Kindly, I want you to shift me over Islamabad branch of Educators School System. It would be a great favour if you consider my request.

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Thanking You,

Your Name

Contact: