

Job Transfer Request Letter

Subject: Application for Transfer

Dear HR Contact,

I would like to respectfully inquire about the possibility of a transfer from Casey's in any town, NY to the New city, OH location. My spouse has received a job opportunity there, which would begin next month.

I have enjoyed working here for the past six years, first as Assistant Manager, and in my recent promotion to Manager. I feel that I have been an asset in the Bridal Department, and would like to continue my association with the company. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book

I am able to stay on for several weeks to help train someone to fill the position I will leave here in any town. I know several employees at the store who would make good candidates for the position, and would be happy to share my thoughts with you. My experience at Casey's has been very rewarding, and I would appreciate the opportunity to continue my career with the company. Your thoughtful consideration of my request is greatly appreciated.

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Sincerely,

First Name

Email

Signature