
Transfer Letter To Boss

Jessica Martinez

Marketing Specialist

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David Thompson

Marketing Director

ABC Corporation

101 Marketing Lane

New York, NY 10001

Dear Mr. Thompson,

I hope this letter finds you well. I am writing to formally request a transfer from my current position as Marketing Specialist in the Marketing Department at our New York office to a similar role in the Marketing Department at our Los Angeles office. This request is based on personal reasons, specifically my desire to be closer to my family in Los Angeles.

I have greatly enjoyed working at ABC Corporation and have gained valuable experience and skills in my current role. However, due to personal reasons, I believe that a transfer to the Los Angeles office would better align with my current circumstances and future career goals.

I am confident that my skills and experience will be beneficial in the Marketing Department at the Los Angeles office, and I am eager to continue contributing to ABC Corporation in a new capacity. I am willing to assist with the transition process and to ensure that my current responsibilities are smoothly handed over to a suitable replacement.

Please let me know the necessary steps to facilitate this transfer and if there are any specific procedures or paperwork required. I am happy to discuss this request further at your convenience and provide any additional information needed.

Thank you for considering my request. I look forward to your favorable response and am committed to making this transition as seamless as possible.

Sincerely,

Jessica Martinez