

# Transfer Letter To Employer

**Emily Johnson**

Senior Software Engineer

IT Department

San Francisco Office

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**Michael Brown**

IT Director

XYZ Corporation

789 Tech Avenue

San Francisco, CA 94107

Dear Mr. Brown,

I am writing to formally request a transfer from my current position as Senior Software Engineer in the IT Department at our San Francisco office to a similar role in the IT Department at our Seattle office. This request is based on personal reasons, specifically my spouse's recent job relocation to Seattle.

I have enjoyed working at XYZ Corporation and have gained valuable experience and skills in my current role. However, due to my spouse's relocation, I believe that a transfer to the Seattle 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 IT Department at the Seattle office, and I am eager to continue contributing to XYZ 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,

**Emily Johnson**