

# Transfer Request Letter Due to Child Care

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**Jessica Miller**

**Senior Account Manager**

**Bright Solutions Ltd.**

**789 Corporate Blvd.**

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**(555) 555-6789**

**April 8, 2024**

**Mrs. Linda Harris**

**Human Resources Director**

**Bright Solutions Ltd.**

**789 Corporate Blvd.**

**Tech City, TX, 75001**

**Dear Mrs. Harris,**

I hope this letter finds you well. I am writing to formally request a transfer from my current position as Senior Account Manager at our Tech City location to a similar role within our company, preferably at the branch in Suburbville, TX, or any available remote work opportunity. This request comes after careful consideration of my family's needs, specifically for the purpose of managing childcare responsibilities more effectively.

Over the past six years with Bright Solutions Ltd., I have been committed to contributing my best, achieving significant milestones such as [mention any significant achievements, e.g., leading a successful project, contributing to revenue growth]. I have always strived to balance my professional responsibilities with my personal life, but

recent changes in my childcare situation necessitate a more flexible work environment or closer proximity to my home.

Moving to the Suburbville branch or transitioning to a remote work position would greatly assist in stabilizing my family situation, enabling me to continue providing the level of dedication and performance I have always aimed for at Bright Solutions Ltd. It is my hope that by finding a solution that supports my need for a better work-life balance, I can maintain my focus and commitment to our team's and company's objectives without compromise.

I am fully prepared to assist with a seamless transition, ensuring that my current responsibilities are managed efficiently during the transfer process. I am also open to discussing flexible arrangements that could meet the company's needs while addressing my childcare situation, such as a temporary part-time schedule if a full-time remote role is not feasible at this moment.

I deeply value the opportunities for growth and development that Bright Solutions Ltd. has provided me over the years, and it is my sincere wish to continue contributing to our company's success. I appreciate your consideration of my request and am available at your convenience to discuss this matter further.

Thank you for your understanding and support.

**Warmest regards,**

**Jessica Miller**