

# Transfer Request Letter For Govt Employees

**Ayesha Khan**  
**Administrative Officer**  
**Department of Public Services**  
**Government of [State/Province], [City]**  
**123 Government Plaza**  
**Capital City, [State/Province], [Postal Code]**  
**ayesha.khan@gov.[state].com**  
**(555) 555-1234**  
**April 8, 2024**

**Mr. Henry Walton**  
**Director**  
**Human Resources Department**  
**Government of [State/Province]**  
**456 Administration Building**  
**Capital City, [State/Province], [Postal Code]**

**Dear Mr. Walton,**

I hope this letter finds you in good health and high spirits. With utmost respect and a deep sense of responsibility, I am writing to request a transfer from my current position as an Administrative Officer in the Department of Public Services, located in Capital City, to a similar role in the [Specific Department/Agency] in [Desired Location], effective from [Desired Transfer Date].

Having dedicated over five years of service to the Department of Public Services, I have been privileged to contribute to various initiatives aimed at improving our citizen

services. During my tenure, I have successfully managed projects related to [Briefly describe significant projects or responsibilities], which have enhanced my skills in administration, project management, and public engagement.

The request for this transfer stems from [personal reasons such as family relocation, health considerations, or professional growth opportunities]. I assure you that this request is made after thorough consideration of my professional responsibilities and with the intent to continue serving with the same dedication and integrity in [Desired Location].

I understand the importance of ensuring a seamless transition within our department and am committed to working closely with my team and supervisor to hand over my duties effectively. I am also willing to undertake any formalities or procedures required by our HR policies to facilitate this transfer.

My objective in seeking this transfer is not only to meet my personal needs but also to bring my experience and dedication to the [Specific Department/Agency] in [Desired Location], where I believe I can contribute significantly to our ongoing projects and initiatives.

I sincerely appreciate your consideration of my transfer request. I am ready to discuss this further at your convenience and provide any additional information required. I look forward to the opportunity to continue serving our community in a new capacity and am hopeful for a positive response.

Thank you for your attention to this matter and for your understanding.

**Warm regards,**

**Ayesha Khan**