
Personal Reason Transfer Request Letter

John Doe

1234 North Avenue

Boston, MA 02118

john.doe@email.com

555-123-4567

November 2, 2024

Jane Smith

Human Resources Manager

XYZ Corporation

4321 Corporate Way

Boston, MA 02116

Dear Ms. Smith,

I am writing to formally request a transfer to the San Francisco branch of XYZ Corporation, effective January 1, 2025. This request is driven by personal reasons that necessitate my relocation to San Francisco where I can better manage my circumstances while continuing to contribute effectively to our team.

Having served as a Project Manager for the past three years at XYZ Corporation in Boston, I have developed strong project management skills and have successfully led multiple high-stake projects. I have enjoyed working in our dynamic team and am eager to bring my experience and enthusiasm to our San Francisco branch.

The reason for my transfer request is to be closer to my aging parents who require my support as they navigate health challenges. Relocating to San Francisco will enable me

to be available for them while ensuring that my work continues to meet the high standards expected of me.

I am fully prepared to assist with the transition process to ensure a seamless handover of my current responsibilities. I am also keen to discuss how I can start taking on tasks at the San Francisco branch and integrate swiftly into the local team.

Thank you very much for considering my request. I hope we can meet soon to discuss this further and outline the next steps.

Sincerely,

John Doe