

Transfer Request Letter for Marriage

Priya Sharma
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Operations Department
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Rohit Kapoor
HR Head
XYZ Corporation

Subject: Request for Transfer Due to Marriage

Dear Mr. Kapoor,

I hope you are doing well. I am writing to formally request a transfer from my current position in the Operations Department to a branch of XYZ Corporation located closer to my new residence. I am getting married in the near future, and my spouse will be relocating to [City/Location], which makes it difficult for me to continue my current commute. A transfer to a branch near my new home would allow me to maintain my professional responsibilities while adjusting to my new life.

I have greatly enjoyed working at XYZ Corporation and am committed to continuing my career here. I believe that this transfer will enable me to continue contributing to the success of the company, while also helping me balance my personal and professional commitments.

I would appreciate your consideration of my request and am happy to discuss available opportunities at a location closer to my new residence. If you require any further information, please let me know.

Thank you for your time and support. I look forward to your response.

Sincerely,

Priya Sharma