

Transfer Request Letter for Government Employees

Ravi Kumar

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Revenue Department

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January 7, 2025

Maya Verma

Director

Personnel Department

Government of XYZ State

Subject: Request for Transfer

Dear Ms. Verma,

I hope this letter finds you well. I am writing to formally request a transfer from my current position as Senior Assistant in the Revenue Department to a similar position within the Planning Department. I have been working in the Revenue Department for the past five years, during which I have gained invaluable experience and contributed to numerous projects. However, after careful consideration of my career path and future professional growth, I feel that a change of environment would help me expand my skill set and offer me new challenges.

I have always had a strong interest in the planning and development sector, and I am eager to transition into a role that allows me to contribute to the state's strategic

development initiatives. The Planning Department's focus on creating and implementing policies for state-wide growth aligns perfectly with my long-term career objectives. I believe my experience in the Revenue Department, combined with my background in data analysis and project management, will allow me to bring a fresh perspective to the Planning Department.

The reason for my transfer request is to gain further exposure to the complex process of state-level planning and contribute more effectively to the development of policies that will benefit the citizens of our state. I am particularly interested in participating in projects that involve urban development, infrastructure improvements, and sustainable growth initiatives.

I am confident that this transfer will provide me with the opportunity to grow professionally while continuing to serve the public in a meaningful way. I am ready to take on new responsibilities and am excited about the prospect of working with a dynamic team in the Planning Department.

I sincerely request your kind consideration of my transfer request. I would be more than happy to meet with you to discuss my request in further detail or to provide any additional information you may require. Thank you for considering my application, and I look forward to hearing from you at your earliest convenience.

Sincerely,

Ravi Kumar