

Transfer Request Letter on Medical Grounds

Aarti Desai
Junior Accountant
Finance Department
aartidesai@email.com

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Ravi Singh
HR Manager
ABC Corporation

Subject: Request for Transfer on Medical Grounds

Dear Mr. Singh,

I hope this letter finds you well. I am writing to request a transfer from my current position in the Finance Department to a position that would be more suitable for my medical condition. Recently, I have been dealing with health issues that have required ongoing treatment and have significantly affected my ability to manage my current workload. After consulting with my doctor, I have been advised to reduce stress and avoid physically and mentally taxing tasks in order to recover and improve my well-being.

I have greatly valued my time working at ABC Corporation and have always been committed to my responsibilities. However, due to my health condition, I find it increasingly difficult to continue in my current role, which requires long hours of focus and concentration. A transfer to a less demanding position, or one that allows for a

more flexible work environment, would enable me to manage my health more effectively while continuing to contribute to the company's success.

I am fully dedicated to my work and remain eager to assist the company in any way that aligns with my current medical situation. I would appreciate it if you could consider my request and assist me in finding a suitable role within the organization that accommodates my needs. If necessary, I am willing to provide medical documentation to support my request.

Please let me know if there are any other steps I need to take or any available positions that might be a good fit. I would be happy to meet with you to discuss this further and explore possible solutions.

Thank you very much for your understanding and support. I look forward to your response and appreciate your attention to this matter.

Sincerely,

Aarti Desai