

Transfer Request Letter for Family Reasons

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Operations Department
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January 7, 2025

Neha Patel
HR Manager
ABC Enterprises

Subject: Request for Transfer Due to Family Reasons

Dear Ms. Patel,

I hope this letter finds you well. I am writing to request a transfer from my current position in the Operations Department to a location closer to my family due to personal reasons. Recently, my family has experienced a situation that requires my presence, and relocating closer to them would allow me to manage my personal responsibilities effectively while continuing my professional work.

I have greatly valued my time at ABC Enterprises and have enjoyed contributing to the company's success. However, due to these unforeseen family obligations, I am unable to maintain my current location. A transfer to a different office or department would allow me to balance my family responsibilities while remaining fully dedicated to my work.

I kindly ask for your understanding and support in this matter. If there are any available positions at other locations, I would be grateful for your consideration. I am also happy to meet with you to discuss this request in further detail.

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

Sincerely,

Ankit Rao