

Request for Transfer Letter Example

Maria Gonzalez

Software Engineer

Digital Dynamics Inc.

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Harold Jennings

Director of Engineering

Digital Dynamics Inc.

1234 Circuit Drive

Innovation City, CA 94801

Salutation

Dear Mr. Jennings,

Introduction

I am writing to formally request a transfer from my current position as a Software Engineer in the Innovation City office to our regional office in Seattle, Washington.

This request is motivated by personal reasons, specifically to be closer to my family who are based in Seattle.

Body

During my three-year tenure with Digital Dynamics Inc., I have successfully contributed to multiple high-profile projects, such as the development of our flagship product, the TechTracker, and the recent overhaul of our internal CRM system. I

believe that my experience and dedication will be beneficial to our Seattle office, which, as I understand, is currently expanding its software development team to take on new, challenging projects.

I am committed to making this transition as smooth as possible. I propose to continue managing my current responsibilities remotely while preparing for the relocation until a mutually agreeable transfer date can be set. Additionally, I am more than willing to train my replacement and ensure that all my duties are covered until such time.

Conclusion

I am hopeful that my transfer will be beneficial both personally and for the continued success of Digital Dynamics Inc. I look forward to discussing this request further and am happy to provide any additional information needed to facilitate this process.

Closing

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

Maria Gonzalez

Software Engineer

Digital Dynamics Inc.