

## Job Transfer Statement

Date: [Redacted]

To,  
The HR Manager  
[Company Name]

Subject: Job Transfer Statement

Dear Sir/Madam,

I, [Redacted], currently working as [Redacted] in the [Redacted] department, request a transfer to the [Redacted] department at [Redacted] location.

The reason for this transfer request is [Redacted].

I kindly request you to consider my application for transfer at the earliest convenience.

Thank you for your attention.

Sincerely,

[Redacted]

(Employee Signature)