

# Job Transfer Statement

Date:

To,  
The HR Manager  
[Company Name]

Subject: Job Transfer Statement

Dear Sir/Madam,

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

The reason for this transfer request is .

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

Thank you for your attention.

Sincerely,  
  
(Employee Signature)