**TRANSFER REQUEST LETTER**

**[Date]**

**The HR Manager,**

**Company Name,**

**Place of the Company.**

Respected **Sir/Madam,**

I am **[Name],** I have been working as Designation (Executive), at Chennai **[Plant/Manufacturing Unit]** since Year **[20XX],** bearing Employee ID;

My kind concern is to you that, my family and children staying at Hyderabad along with my parents. My parents are aged persons and need my assistance every time. Because I am the only person to look after for their care. I am having a small kid studying 3 rd. standard. My wife is also an employee in one of the reputed private organizations. Hence my family is facing difficulties in day-to-day activities to run smoothly.

So, I am here with requesting you that please transfer me to Hyd as we are having a branch/ business operation at there. I am assuring you that, I will put my more efforts towards my job because my mind could not have any thoughts about my family & their concerns as I am having the same thoughts here.

Please consider my request on humanitarian grounds and accept my transfer letter to get the transfer.

Thanking you sir/madam,

Yours Obediently

**[Your first and last name]**

**[Your address]**

**[Your phone number]**

**[Your email address]**