TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Request for Job Transfer Due to Family Problem.

Dear [Name],

This is to bring your kind notice that my parents have been suffering from some health issues and my family needs my presence in these difficult conditions.

Keeping in a view of my family problems I have decided to stay with my parents. So here I am requesting you to please transfer my job to the branch located in my home tome i.e**[Mention city name]**.

I hope you consider my job transfer request.

Thanking you.

Sincerely,