Job Transfer Request Letter Template

[Employee’s Name]  
[Employee’s Address]  
[City, State, Zip Code]  
  
[DATE]  
  
[Employer’s Name]  
[Employer’s Address]  
[City, State, Zip Code]  
  
RE: Request for job transfer  
  
Dear [Employer’s Name],   
  
I am writing to request consideration of a transfer from my position at [Current Office] to a similar position at the [New Office].  
  
I fully understand the requirements of the job, as I have been working at this company for the past five years and will do my best to continue working to the standard of the company.  
  
I would be happy to meet you and give you any further information you require and answer questions. My phone number is [555-123-4567] and my email address is [Name@email.com].   
  
Thank you for your consideration in this matter.   
  
Sincerely,  
  
[Employee’s signature]  
[Employee’s printed Name]  
[List of enclosures]  
  
By Andre Bradley