**Letter of Intent for Job Transfer**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[*Recipient’s Name*]**

[*Your Company or Organization*]

[*Street Address*]

[*City, ZIP Code*]

Good day [*Recipient Name*],

My name is [*YOUR NAME*] and I work as a [*POSITION NAME*] at our company. I am writing this letter to formally request to transfer locations from [*CURRENT LOCATION*] to [*NEW LOCATION*].

I am requesting to be transferred to a new location due to [*REASON FOR JOB TRANSFER*].

If you have any questions about my job transfer request, kindly contact me at [*YOUR CONTACT DETAILS*] at a time convenient for you.

Thank you [*RECIPIENT’S NAME*]. Looking forward to your kind response.

Sincerely,

[*Signature Over Printed Name*]

[*Your* *Position*]

[*Your Contact Details*]