

Job Transfer Request Letter

Writing a Job Transfer Request Letter (with Sample)

Use this sample job transfer request letter as a template for your formal notification.



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for a transfer request are:

- To develop new skills
- To work with new challenges
- To be removed from tensions within a team

There are several reasons why a person may need to write a job transfer request letter. They may want to transfer to another position in the company where they are currently working, or they may need to move for personal reasons and would like to request a transfer to a position in the same company in another city.

Other possible reasons

- To request a lighter load because of age or illness
- To change the type of work such as excessive travel
- To work in a different branch of the same company

Whatever the reason, a letter requesting a transfer within a company is very similar to a resume cover letter. The points that need to be made clear, preferably on one page, are:

- The employee's abilities and personal strengths
- The benefit to the company for their transfer
- The benefit to the division supervisor for their transfer

When a position becomes open in a company, it is to the company's benefit to employ someone who already works for them. This is because the employee is familiar with the company culture and expectations and already has loyalty to the company. If an employee learns about a job and would like to apply for it, they should do so as soon as they can after becoming aware of the opening. This shows the human resources department, supervisor and other management that the employee is enthusiastic about the transfer.

The job transfer request letter should:

- State the purpose of the letter in the first sentence
- State the position for which he or she is applying
- State the name and position of the employee
- Highlight the employee's experience and abilities
- Praise the company to show the employee's loyalty
- Explain why the employee wants to advance in the company
- Not have a bragging tone when expressing abilities

When expressing the reason for the transfer request, the employee should be honest. If he or she gives one reason to the human resources department and a different reason to coworkers, it will eventually come out and appear dishonest. This could negatively influence the hiring person against the candidate. The employee should also always be respectful and polite. This is not the time to complain about the job and ask for another one.

The employee may be applying for a particular position, but they may also apply for a transfer or upgrade of their employment status without knowing about any particular job opening. They can state that they would like to remain employed with the company but are looking for a position with more scope and responsibility where they can continue to make worthwhile contributions to the company's success. Upper management or human resource personnel may know about positions that are open that have not yet been made public.

Here is a sample of a job transfer request letter. It is written in the formal business format and may be sent by certified mail if it's a large company or hand delivered if it's a small company. The employee should keep copies of all communication involving this transfer request. The employee should find out the name of the human resource contact or of the person in charge of hiring and address the letter to

him or her.



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Sample Job Transfer Request Letter

Name of Employee
Address of Employee
City, State, Zip Code

DATE

Name of Company
Name of Human Resource or Hiring Person
Title of Human Resource of Hiring Person
Address of Company
City, State, Zip Code

RE: Request for job transfer

Dear NAME,

I learned about the position of TITLE that has recently become open from my immediate supervisor, Name of Supervisor, and would like to respectfully submit my application for the position.

I have worked in this company for eight years in several different departments and have a good understanding of the systems and procedures that make the company run smoothly. I have found the company to be a very well-run organization and supportive of its employees. It is my wish to further my career in this company, which is why I am applying to transfer to POSITION.

In my present position, I have made several contributions to the projects we undertake and have been commended twice by my supervisor for innovative and time-saving solutions. For example, LIST

COMMENDATIONS
ACCOMPLISHMENTS
AWARDS

I would like to use my experience and expertise to further the aims of the company as POSITION.

My full resume is enclosed with this letter. Thank you for considering my application. I can be reached at 555-123-4567 or at Name@email.com and would be happy to meet and discuss my transfer request.

I will contact you again in a few days and look forward to hearing from you.

Sincerely,

Signature of Employee Applicant

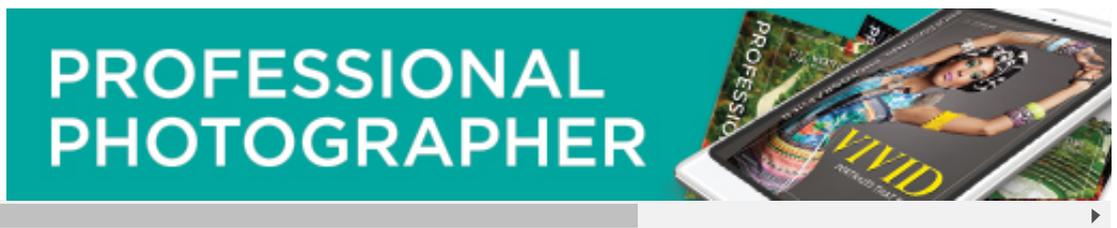
Printed Name of Employee

Applicant List of enclosures: RESUME

By Andre Bradley

(<https://plus.google.com/103939392947445182544?rel=author>) **Related Articles**

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3 comments



Leave a message...



Great points noted. I have learnt a lot from this. Thank you so much

Faith · 5 months ago · [Reply](#)



Sir i wanted to know the status of my application of transfer....wat shud i write...kindly suggest

ankita · 8 months ago · [Reply](#)



Good points to be noted.

Abida Chohan · 10 months ago · [Reply](#)

