**Request Letter job transfer Template**

Recipient's full address

Your full address  
and contact details

Date (In Full)

Objective (One sentence containing the purpose of the letter)

Dear (Insert full name),

I am writing to request a job transfer to the (insert location) store. I am relocating to (insert name of city) and as there is a store in that city I would very much like to continue my employment with the company.

I have been working with this company for (insert length of time) and I thoroughly enjoy my time here. I do not wish to terminate my contract with the company and would be very grateful of a direct transfer if possible.

I am happy to discuss these options further at a time that is suitable for you. You can contact me using the contact details above, and I look forward to receiving your response.

Yours sincerely,

(Full name)