**Format for Transfer Letter Request From One City to Another**

From

Anita Sharma
52, Gandhi Apartments
Bose Road, Calcutta
Date: 14.04.2017

To,

Rohini Goyal
HR Manager
Crown Technologies Pvt. Ltd.
89, Simon Plaza, Calcutta

Sub: Transfer letter request from Calcutta to Delhi.

Dear Rohini,

I would like to submit my request for transfer from Calcutta office of our Company to Delhi office. There are a few personal reasons because of which I am initiating this request. My husband has been transferred to Delhi and that’s the reason I am putting up this request. I have been associated with Crown Technologies Pvt. Ltd. from last five years and I have had an amazing work experience and I would not want to discontinue it.

I strongly feel that this change of workplace will be in the interest of my personal life and also the Company as it will save my time traveling to Delhi to meet my husband and I will be able to focus better on my duties and responsibilities. I feel that instead of leaving the company, just with a change of city, I can still be a part of this prestigious organization. For all these years, you have seen my performance and the growth that I have achieved with the guidance of seniors and my dedication. I would be very interested in continuing working with Crown Technologies Pvt. Ltd. and contributing in the growth.

I would be extremely happy if we can work out on a solution that is mutually beneficial to the company and me. I would be glad to assist and train someone else for my profile in Calcutta office so that the work doesn’t get affected. I promise to extend the best of my support in this.

I have had a wonderful journey with amazing experience and I would love to continue that for longer.

I thank you for considering my request. I would be waiting for your response.

Sincerely,
Anita Sharma
Senior Marketing Executive
Crown Technologies Pvt. Ltd.