**Sample Format For Request Letter for Job Transfer Due to Marriage**

From:

Anisha Gupta

54, Bhagat Singh Enclave

Mumbai

Date: 21.07.2018

To,

Vinod Khatri

Human Resource Manager

HSFS Bank

Mumbai

Sub: Request for Job Transfer

Dear Sir,

I have been working with HSFS Bank from last one and a half years as Relationship Manager at Goregaon branch, Mumbai. The purpose of writing this letter is to request a job transfer to New Delhi.

I have thoroughly enjoyed working at this branch in these eighteen months. I had lots of opportunities to learn and grow and I believe that my services have been beneficial to the company as well.

But now I will soon be getting married on October 12th, 2018 and my would-be-husband is settled in Karol Bagh, New Delhi. He is into business of hardware and therefore, there is no possibility for him to relocate to Mumbai. Therefore, I am interested in relocating to the New Delhi’s branch of our bank. Moreover, I would prefer if I can get transferred to the Karol Bagh branch as a fresh start in Delhi.

I am very much keen on continuing my career with your esteem bank and that’s why I would like to again request you to please consider my request and have it processed by the month of October so that I can resume working after marriage in Delhi. I will also be happy to train my replacement in Mumbai before moving ahead with the transfer.

I will get in touch with you in September start to know the status of my request. For any more information, please call me at 9898989898.

Thanking in anticipation.

Yours sincerely,

Anisha Gupta