**Job Transfer Request Letter Based on Medical, Family Grounds**

From

Rajesh Sharma

54, Richard’s Apartments

New Delhi

Ph: 9898989898

Date: 26.09.2018

To,

Tarun Gupta

Human Resource Manager

National Marketing Pvt. Ltd.

New Delhi

Sub: Application for Job Transfer

Dear Sir,

I am writing this letter to submit my request for job transfer based on medical grounds.

As you are aware that I was on leave for 15 days in the last month because of my surgery. I was given a long list of post-surgery precautions to be kept in mind in relation with food and lifestyle practices. But because I am staying away from my family because of my work, I am unable to follow the list of do’s and don’ts given by the doctor because after work, it is not possible for me to focus on these guidelines. And as a result, my recovery after the surgery has been poor.

Therefore, I am writing this letter to kindly consider my request for job transfer to our Gurgaon office where my family puts up. I would be really thankful if you could consider my situation and have me transferred for a limited time so that I can focus on improving my health without having my work suffer.

I will be anxiously waiting for your response and me and my family will be very thankful to you if you accept this request.

Yours sincerely,

Rajesh Sharma