**Employee Transfer Request Letter**

From,

Rebecca Chambers

P.O. Box 813 5982 Sit Ave Liberal Vermont 51324 (455) 430-0989

05-06-2014

To,

Sheila Mcintosh

P.O. Box 360 4407 Et Rd. Santa Monica FL 30309

Subject: ( ) Dear Sheila Mcintosh,

I am writing this mail to request to initiate my transfer to Mumbai Location, as I am getting married on 30th May and my new family is located in Mumbai. I have already spoken to my current manager for the release and I believe I will be availing new project according to my skillsets in Mumbai.

Please let me know in case I need to attach any document for this request.

Thank You in Advance.

Sincerely,

(Your Signature) Rebecca Chambers