

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

