

Transfer Letter Format

To,

Recipient's name: [Name of company or individual]:

Designation:

Recipient's address:

Date:

Subject: [Describe your purpose of the letter in less than 10 words]

Dear/Respected Sir/Ma'am,

[The first paragraph is always the most important part of any letter and here you must mention which department/location you work in, how long you have been working here and in what position. Here you must also mention that you are requesting for a transfer to a different department/location. If you know what kind of work you want to do, you can also mention the name of the new department you wish to be transferred to.]

[In this paragraph, you can describe your work accomplishments in brief and how this experience can help you do well in the new department too].

[In the last paragraph, you can sign off by thanking the recipient and hoping for a reply.]

Sender's name [Mention your name]

Designation [Mention your current position in the company]