

Transfer Request Letter

{Date}

Dear Mr. /Mrs. /Ms. {designation and name of authority in the company to receive your resignation letter}

It is with regret to inform you that I am submitting this letter of resignation of my position {state the current position in the company} in your esteemed company, {state the name of the current company}. The last workday in this company is {date of last workday}.

I will be accepting the position of {state new position offered} in company {state new company name} from {date of commencement in new company}.

I have enjoyed my time here at {current company name}. I wish to thank you for the support that you have extended to me during my {state duration of work at current company} time in this esteemed organization. However, there are many opportunities and new challenges awaiting me at the new position.

It is my sincere wish for you and the company to have continued success in your future endeavors. You may contact me for any assistance if I am needed.

Yours sincerely

{Your name}