Reggie Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · reggie.jones@email.com

March 1, 20XX

Jennifer Lee

Manager

XYZ Inc.

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I am writing to request consideration for a transfer from my position at XYZ Inc. to a similar position at the XYZ office located in Dallas, Texas. My family has experienced some changes which necessitate the need for me to be in closer proximity to them.

I have enjoyed working here for the past seven years and appreciate the experience I have gained. I have held several positions at XYZ, which have given me an excellent overview of the company’s operations.

I am confident that my in-depth knowledge and strong communication skills would be an asset to the staff in Dallas. While I will regret leaving my colleagues here, I feel that I could contribute significantly to the company’s potential growth in Texas.

I am enclosing my updated resume for your review. Thank you for your consideration and assistance in this matter. If you need any additional information, please contact me.

Sincerely,

Reggie Jones (signature hard copy letter)

Reggie Jones

**Subject:**Application for Transfer

Dear Brenda,

I would like to respectfully inquire about the possibility of a transfer from Cassy’s in Anytown, NY to the Newcity, OH location. My spouse has received a job opportunity there, which would begin next month. I have enjoyed working here for the past six years, first as Assistant Manager, and in my recent promotion to Manager. I feel that I have been an asset in the Bridal Department and would like to continue my association with the company.

I am able to stay on for several weeks to help train someone to fill the position I will leave here in Anytown. I know several employees at the store who would make good candidates for the position and would be happy to share my thoughts with you.

My experience at Cassy’s has been very rewarding, and I would appreciate the opportunity to continue my career with the company.

﻿I have attached a copy of my resume for your convenience. Your thoughtful consideration of my request is greatly appreciated.

Sincerely,

Andy Lau

Manager

andy.lau23@email.com

123-456-7890