

Your Name  
Your Position  
Department  
Organization Name

Date: \_\_\_\_\_

To,  
The Manager / HR Department  
Department  
Organization Name

**SUBJECT: MOTIVATION LETTER FOR STAFF TRANSFER**

Dear Sir/Madam,

I am writing to formally request a transfer from my current position of \_\_\_\_\_ (your position) in the \_\_\_\_\_ (current department/location) to \_\_\_\_\_ (desired department/location).

The motivation behind my transfer request is as follows:

- [Briefly state the primary reason for the transfer]
- [Elaborate on how the transfer aligns with your professional or personal goals]
- [Mention any relevant skills, experience, or achievements that support your request]

I am confident that this transfer will contribute positively to both my career development and the goals of the organization. I assure you of my continued dedication and commitment in the new role.

Kindly consider my request favorably. I am available for a discussion at your convenience.

Thank you for your time and consideration.

Sincerely,

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Contact: \_\_\_\_\_