

**Mr. Shyam Modi**  
**33, M.G. Road**  
**Nr. Post Office**  
**Pune, Maharashtra-400325**  
**9876543210**

**01 February, 2020**

**To,**  
**Mr. S.K. Venkatraman**  
**The Deputy General Manager – Accounts,**  
**ABC Pharmaceuticals Ltd.**  
**10056, Lane 3 Industrial Notified Area,**  
**Pune, Maharashtra**

**Subject: Application for transfer in different department/unit.**

Respected **Mr. S.K. Venkatraman,**

Greetings of the day!

I am serving our reputed organisation \_\_\_\_\_, as \_\_\_\_\_ since \_\_\_\_\_. I have been discharging all my duties and responsibilities at the best of my abilities and had accomplished all the given tasks successfully with desired results and that too within its stipulated time frame. I am very much satisfied with my work, our organisation's working culture, all my seniors and colleagues and feel proud to be associated with such a reputed organisation. I see my bright future with this esteemed organisation.

As you are aware of the problem occurred between me and \_\_\_\_\_. It was very much disturbing for me as s/he crossed all reasonable limits during the entire mishap; which affected me to a very deep extent. I am always a very obedient and calm person throughout my career and the incident was like a nightmare to me.

I hereby request you to kindly transfer me to any other branch office and do the needful as I feel mentally very disturbed working and it is effecting my overall performance and efficiency. It will help creating a win-win situation as I think opting transfer is more advisable rather than switching to another organisation.

It will be a great gesture from your kind side acknowledging my whole hearted efforts towards our esteemed organisation, if you accept this application. I assure you the same intensity of devotion and dedication in all my future endeavours; benefiting our esteemed organisation each day with all sincere efforts. Attaching herewith my updated resume for your ready reference.

Anticipating a positive response from your kind end. Please look into the matter and do the needful and oblige.

Thank you.

**Yours Faithfully,**

**Mr. Shyam Modi**  
**Senior Accounts Manager**  
**ABC Pharmaceuticals Ltd.**

Encl: Resume