

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 due to health reasons.

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.

It came to my knowledge that we had a vacancy for the post of _____ in/at our _____ department / unit. As you are aware, last month I had a heart attack. As the above stated location of vacancy is nearby my home, I hereby request you to allow me a transfer to that department / unit. The said post is equivalent to my existing one and due to health reasons doctor has advised me to restrict travelling. Hence if I am allowed the requested transfer, it will help making things easier for me by reducing my commuting distance and impacting positively on my health.

It will be a great gesture from your kind side acknowledging my whole hearted efforts towards our esteemed organisation, if you accept this application and grant me the requested transfer. 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