

**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 \_\_\_\_\_.  
It came to my knowledge that we had a vacancy for the post of \_\_\_\_\_ in/at our \_\_\_\_\_ department /  
unit.

I hereby request you to allow me a transfer to that department / unit as the said post is equivalent to my existing one and due to some personal reasons, need of mine staying in closer proximity to my family aroused in past few months. As the above said location is nearer to my home / native and hence it will help making things easier for me by reducing my commuting time and expenses.

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 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