

**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 would like to submit my request for transfer from \_\_\_\_\_ office of our Company to \_\_\_\_\_ office. Due to personal reasons I am forced to initiate this request. My \_\_\_\_\_ has been transferred to \_\_\_\_\_ and hence I have to look forward for relocation. I have been associated with our esteemed organisation from last \_\_\_\_\_ years and I have had an amazing work experience and I would love to continue it.

I believe that this transfer will create a win-win situation for both myself and company as I could continue as a part of our reputed organization and even company can avail benefits of my loyalty and integrity. 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.

I would be glad if we can work out on a solution that is mutually beneficial to the company and me. Please feel free to call me in person if you want to discuss this further. 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