

REQUEST FOR TRANSFER

Dated:

To,

Sub - Transfer from _____ to _____

Dear Sir,

I am working in your Mill/Unit in..... Section as a permanent/badli/trainee. I have learnt that the Mill/Unit is going to start one more division at..... I would like to work there. Therefore, I am offering myself for work at..... I will perform my work as instructed from time to time.

Thanking you,

Yours faithfully,

(.....)