

Transfer request due to health reasons

Subject: Request for Medical Accommodation Transfer

Dear [HR Manager/Supervisor],

I am requesting an interdepartmental transfer from [Current Department] to [Target Department] as a reasonable accommodation for my medical condition.

My physician has advised that my current work environment in [Current Department] may exacerbate my [general condition type - avoid specific medical details]. The [Target Department] offers a work setting that would better accommodate my medical needs while allowing me to continue contributing effectively to the organization.

I have attached documentation from my healthcare provider supporting this request. The proposed transfer would allow me to maintain full productivity while managing my health condition appropriately.

I am committed to ensuring a smooth transition and would appreciate your assistance in facilitating this accommodation.

Please let me know what additional information you may need to process this request.

Respectfully,

[Your Name]

[Employee ID]

[Date]

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