

Urgent transfer due to immediate circumstances

Subject: URGENT - Emergency Transfer Request

Dear [Supervisor/HR],

Due to unforeseen circumstances requiring immediate attention, I must request an emergency transfer from [Current Department] to [Target Department] effective [Date].

The situation involves [brief, professional explanation - family emergency, safety concern, etc.] that makes my continued work in the current department untenable at this time.

I understand this is short notice, but I am committed to:

- Completing all urgent tasks by [date]
- Providing detailed handover documentation
- Being available for questions during the transition

I have already contacted [Target Department Manager] who has confirmed availability for this transfer.

I apologize for any inconvenience and appreciate your understanding during this difficult time.

Urgently yours,

[Your Name]

[Contact Information]

[Date]

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