Mr. Shyam Modi
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Pune, Maharashtra-400325
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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 _____. 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 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.

This is to bring my present deepest concern to your kind notice that my current pay scale is beneath my satisfactory level. It came to my knowledge that we had a vacancy for the post of _____ in/at our _____ department / unit. I hereby request you to transfer me on the above mentioned vacancy allowing me to prove my calibre, benefiting our company at large and it will also allow me with an opportunity of job satisfaction along with a rise in pay scale.

It will be a great gesture from your kind side acknowledging my whole hearted efforts towards our esteemed organisation, if you accept this application. 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. Attached herewith is my updated resume for your ready reference.

I anticipate 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