

Employee Inquiry Form: Job Transfer Request

This **employee inquiry form** sample streamlines job transfer requests by collecting essential information efficiently. It ensures clear communication between employees and HR departments for smooth transition processing. Utilize this template to facilitate accurate and timely transfer approvals.

Employee Name*

Employee ID*

Current Department*

Current Position*

Requested Transfer Department*

Requested Position (if applicable)

Reason for Transfer*

Preferred Effective Date*

Additional Comments / Information

Submit Request