

HR Inquiry Form: Job Transfer Request

This **HR inquiry form** sample streamlines the job transfer process by collecting essential employee details efficiently. It ensures accurate communication between employees and HR, facilitating smooth internal transitions. Utilizing this form helps maintain organized records and quick response times.

Full Name

Employee ID

Current Department

Current Position

Desired Department/Location for Transfer

Reason for Transfer

Requested Effective Date of Transfer

Supervisor's Name

Additional Comments or Information

Submit Request