

# 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**