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Practice & Revision Kit

Foundations in Accountancy/ACCA

Business and Technology (FBT/BT)

For exams from 1 September 2023
to 31 August 2024



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web this letter is to request you to change my work location from office x to office y due to some personal emergencies i need to change my working location i understand that there may be an inconvenience due to my move however i assure you to fully cooperate in training any new personnel who will take my job

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web sep 15 2021 in any case the first step in writing a successful job transfer request letter is to analyze the situation and know where you are starting from what are the benefits to your employer of allowing you to transfer roles or locations why do you want to transfer what s the timing is there a job listed

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web dec 14 2022 typically a letter requesting a transfer is for employees to seek the same position at a new company and not to change roles in addition to relocation reasons employees often write this letter when their company undergoes a significant transition such as merging with another company or a change in leadership

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web a letter of transfer is a notice or a request to move from one part of an organization company or establishment to another these types of letters are commonly used in switching between departments at work or moving to new schools they can also be used when giving ownership of something to somebody else

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web jun 23 2022 dear sir or madam i am writing this letter to request you a relocation from my position at your requirement to a similar position at the job position in branch department name describe in your words due to some family issues it is necessary for me to move in closer proximity to my family how do i write email for

