

To  
The Regional Head  
UNION BANK OF INDIA  
Nodal Regional Office  
Bhubaneswar

(Through the Branch Manager, ..... Branch)

Respected Sir

(Subject :- Application for Request Transfer as .....)

I am posted at our ..... Branch, which is far away from my home, for which I am facing a lot of difficulties. So, I desire to get my services transferred to the following places, which will enable me to discharge my duties more efficiently.

Hence, in terms of "Request Transfer Policy" of our Bank, I am applying for Request Transfer to the following stations, in order of preference.

1. ....
2. ....
3. ....

I request your good office to kindly record my Request Transfer in the "Transfer Diary" as per the preferences given above and communicate me my "Serial No." in the Transfer Diary for the respective stations as per the Staff Circular No. 3270 dated 12.04.1988.

Yours faithfully

Signature

Place :- .....

Date :- .....

NAME :- .....

Empl ID :- .....

Designation :- .....

Date of Joining in Present Designation :- .....

Date of Birth :- .....

Region :- .....