

To,
The Regional Head
UNION BANK OF INDIA
N.R.O., Bhubaneswar
(Through the Branch Manager, branch)

Respected Sir,

(Sub:- Application for REQUEST TRANSFER)

In terms of "Request Transfer Policy" of our Bank, I had applied for Request Transfer earlier, for the following stations, vide my application dated

1.....

2.....

3.....

But now, owing to some personal problems, I desire to change these options. As such, I request you to change my Request Transfer, afresh, as per preferences, given below.

1. (Changed/Unchanged)

2. (Changed/Unchanged)

3. (Changed/Unchanged)

I, therefore request you 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.

Kindly accede to my request considering personal problems for which, I shall be obliged to you.

Yours faithfully

Signature

Place :-	NAME :-
	P. F. No. :-
	Designation :-
	Date of Joining in present cadre :-
Date :-	Date of Birth :-
	Branch :-
	Region :-