

St. Clair County Community Mental Health  
**Employee Request for Transfer Memo**

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**M E M O R A N D U M**

TO: Human Resources

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: Request for Transfer

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I am writing to request a transfer.

My reasons for requesting this transfer are as follows:

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I feel my skills would be best suited to working in (state which division of agency and program, if possible):

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cc: Master Transfer File  
Personnel File