

**To,**

**[Recipient's designation]**

**[Recipient's address]**

**Sub: Declining job transfer due to family responsibilities.**

**Respected Sir/Mam,**

My name is" full name". I've been working with XYZ Ltd. as a Senior Safety Officer at the New Plant site, since July'09.

However, I have been recently promoted to be the Deputy Manager, Safety, and expected to work at the organization's plant in "location name" and supposed to join on "Date."

In this regard, I ask to express that I am not in a situation to proceed with the transfer given my feeble spouse who's recently determined to have blood cancer and consequently needs our families to be around for a fast recovery.

Right now, it would be very hard for me to walk out on her and resume obligations in a far-off spot. As you would understand, it is already a trying time for me, more since I'm the main man in the family post my father's expiry a year ago.

I likewise understand how refusing the transfer may also deprive me of the promotion to a higher assignment. This is about my little information on the organization arrangements, starting now.

It would be very useful on the off chance that you be sufficiently benevolent to drop my transfer order with due consideration to the circumstances.

**Regards**