

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]

KFC

[Store Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a transfer from my current position at [Current Store Location] to [Desired Store Location]. I have been a part of the KFC team for [Duration of Employment] and have enjoyed my time working here.

Due to [reason for transfer, e.g., personal reasons, family relocation], I believe that a transfer would be in the best interest of my career and personal circumstances. I am eager to continue contributing to the KFC brand and would appreciate the opportunity to do so at [Desired Store Location].

I am committed to ensuring a smooth transition and would be happy to assist in training a replacement if necessary. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Current Store Location]