

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Subject: PF Transfer Request Upon Resignation

Dear [Employer's Name],

I hope this letter finds you well.

I am writing to formally request the transfer of my Provident Fund (PF) account following my resignation from [Company's Name], effective [last working day, e.g., October 31, 2023].

Below are my details for the PF transfer process:

- Employee ID: [Your Employee ID]
- PF Account Number: [Your PF Account Number]
- Joining Date: [Date you joined the company]
- Resignation Date: [Date you submitted your resignation]

I kindly request you initiate the transfer of my PF balance to my new employer, [New Employer's Name if applicable], where I have joined as [Your Designation].

I have attached all necessary documents required for this process.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Designation]
[Your Department]