



made for personal reasons should state those reasons clearly and succinctly.

However, you should also highlight your achievements, strengths and abilities, draw attention to your familiarity with the organization's values and practices, and demonstrate how the company will benefit from the transfer. If appropriate, include a transition plan, which includes training a new person for your current job.

The job transfer request letter should be written in formal business format with a polite and respectful tone. The employee should keep copies of all communications concerning the transfer request. Note that, if you want to apply for an existing, advertised vacancy within the company, you should fill in the application document, write a cover letter,

and treat it as you would an external application.

marksQ2: Question 2:Instruction: Type the following 362 words in double line spacing and in indented paragraph.Q3: Question 3 Instructions: Type the text belowUse single line spacingUse hanging paragraphsUse Arial as font typeUse 14 as font sizeJustify the paragraphsQ4: Question 4Create a footer to show both the page number and e-EXAM, December 2018Create a watermark in your document to read your name. Set the watermark diagonally

(15 marks)