

International Transfer Request Approval

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Approval of International Transfer

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for an international transfer from [Current Location] to [Destination Location].

As you are aware, I have been with [Company Name] for [Number of Years] years, and I believe that this transfer aligns perfectly with both my personal and professional growth goals. The opportunity to transfer will allow me to contribute to [Specific Project/Team] at [Destination Location] and further enhance my skills in [Relevant Skills/Experience].

I have attached my proposed transfer plan, including reasons for the move, potential benefits for the team, and a timeline for the transition.

I appreciate your consideration of my request, and I am confident that this transfer will be beneficial for both myself and the company.

Thank you for your time, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]