

Notification of Intent to Transfer

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Intent to Transfer to International Position

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my intent to transfer to the international position of [Job Title] located in [Location]. After careful consideration of this opportunity, I believe this role aligns perfectly with my career goals and aspirations.

I would like to initiate the necessary discussions and processes to facilitate this transfer. I am eager to contribute my skills to our international team and further advance [Company Name]'s objectives on a global scale.

Please let me know a convenient time for us to discuss this matter further.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]