

Proposal for International Assignment Transfer

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Company Name]

[Your Contact Information]

[Recipient Name]

[Recipient Position]

[Recipient Department]

[Recipient Company Name]

Dear [Recipient Name],

I am writing to propose my transfer to the [Target Location/Department] for an international assignment. The purpose of this transfer is to enhance my skills and contribute to our company's global objectives.

Objectives of the Transfer

- Gain exposure to [specific skills or technologies].
- Develop an understanding of [specific market or operational strategies].
- Strengthen international collaborations.

Benefits to the Company

- Improved operational efficiency in [specific area].
- Knowledge transfer between teams, fostering innovation.
- Enhanced employee engagement and retention through professional development.

Proposed Timeline

The proposed duration of the assignment is [insert time frame], starting from [insert start date].

I look forward to discussing this proposal with you and exploring how this transfer can benefit both my personal growth and the strategic objectives of our company.

Thank you for considering my request.

Sincerely,
[Your Name]