

# Request for International Position Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a transfer to an international position within [Company's Name] due to personal circumstances that require my attention abroad. I have greatly appreciated my time in my current role as [Your Current Position] and have learned a lot during my tenure here.

Due to [briefly mention personal circumstances, e.g., family obligations or health issues], I find it necessary to move closer to [specific location or country]. I believe this transfer could be beneficial not only for my personal situation but also allow me to continue contributing to the success of [Company's Name] in a different capacity.

I am confident that my skills in [mention relevant skills or experiences] would be an asset in the [desired position or location]. I am open to discussing any available opportunities that align with my qualifications.

Thank you for considering my request. I look forward to discussing this with you further.

Sincerely,

[Your Name]