

International Transfer Request for Career Advancement

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an international transfer within [Company Name] to [Destination Location] for the purpose of career advancement. I have been with the company for [duration of employment] and have gained valuable experience as [Your Current Position].

Given [specific reasons for transfer, e.g., new opportunities, personal growth, etc.], I believe that relocating to [Destination Location] would not only benefit my career but also allow me to contribute more effectively to our global operations.

I am eager to bring my skills in [specific skills relevant to the new position or location] and continue to support our company's goals in a new setting. I would appreciate the opportunity to discuss this request at your earliest convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Current Position]

[Your Email]

[Your Phone Number]