

International Transfer Request

Date: [Insert Date]

To: [Manager's Name]

From: [Employee's Name]

Subject: Request for International Transfer

Dear [Manager's Name],

I am writing to formally request an international transfer from my current position as [Your Job Title] at [Current Location] to [Desired Location] due to [brief reason for relocation, e.g., personal circumstances, career development, family reasons, etc.].

Having been with [Company Name] for [number of years] years, I believe the relocation would not only assist me in [briefly explain how it benefits you or the company], but also contribute positively to the team at [Desired Location].

I would greatly appreciate your support in facilitating this transfer. I am willing to assist in any way possible to ensure a smooth transition and to uphold the high standards of our organization.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]