

International Transfer Request for Remote Work Opportunity

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Request for International Transfer to a Remote Work Opportunity

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an international transfer to [Target Location], to continue my role as [Your Job Title] under [Department/Team Name], while working remotely. I believe this opportunity aligns well with both my personal circumstances and our team goals.

Over the past [Duration at Current Position] with [Company's Name], I have successfully [mention any relevant achievements or contributions]. I am confident that my skills and experience can continue to deliver significant value from a remote setting.

Moreover, I have researched the necessary protocols and believe I can adapt to the local regulations effectively. I can also ensure a seamless communication process with the team through [mention any tools or strategies you plan to use].

I would appreciate the opportunity to discuss this request further and explore possible arrangements. Thank you for considering my request for an international transfer.

Warm regards,
[Your Name]
[Your Job Title]