TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

Sub: Request for Job Transfer Due to Family Problem.

Dear Mr., [Name],

I would like to draw your kind attention to the fact that my wife has been promoted to a new position in Thailand.

Our company owns a robotic production unit there and I am ready to accept any vacant position on this production site.

Moreover, as an R&D electrical engineer, working in that unit would allow me gaining valuable experience.

I have already informed my immediate superior, Mr. [Name], on this matter.

I remain at your disposal for any further information.

Sincerely,

Mr. [Name]