

Job Transfer Request – Sample

Geneva, February 1st 2013

Dear Mr. XXXX,

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. YYYY, on this matter.

I remain at your disposal for any further information.

Sincerely,

Mr. YYYY

Electrical Engineer, R&D Department