

**Mr. Shyam Modi**  
**33, M.G. Road**  
**Nr. Post Office**  
**Pune, Maharashtra-400325**  
**9876543210**

**01 February, 2020**

**To,**  
**Mr. S.K. Venkatraman**  
**The Deputy General Manager – Accounts,**  
**ABC Pharmaceuticals Ltd.**  
**10056, Lane 3 Industrial Notified Area,**  
**Pune, Maharashtra**

**Subject: Application for overseas transfer.**

Respected **Mr. S.K. Venkatraman,**

Greetings of the day!

I am serving our reputed organisation \_\_\_\_\_, as \_\_\_\_\_ since \_\_\_\_\_. I have been discharging all my duties and responsibilities at the best of my abilities and had accomplished all the given tasks successfully with desired results and that too within its stipulated time frame. I am very much satisfied with my work; our organisation's working culture, all my seniors and colleagues and feel proud to be associated with such a reputed organisation. I see my bright future with this esteemed organisation.

It came to my knowledge that we have a vacancy for the post of \_\_\_\_\_ at our \_\_\_\_\_ site overseas. As I am adept with all level of our organisational / departmental works hence I am interested in taking on more of a leadership role with our company and believe that my expertise with experience will help me excel as \_\_\_\_\_. I hereby propose your kind self and management to consider me for the above referred position. It is one of my burning desires to work and gain experience overseas. I have persuaded \_\_\_\_\_ last year and with that I am additionally qualified along with my experience. Enclosed herewith is my updated resume for your ready reference. Validity of my passport is till \_\_\_\_\_.

It will be a great gesture from your kind side acknowledging my whole hearted efforts towards our esteemed organisation, if you accept this application and grant me the requested transfer. I assure you the same intensity of devotion and dedication in all my future endeavours; benefiting our esteemed organisation each day with all sincere efforts.

You can call me in person if you want to discuss this further. Anticipating a positive response from your kind end. Please look into the matter and do the needful and oblige.

Thank you.

**Yours Faithfully,**

**Mr. Shyam Modi**  
**Senior Accounts Manager**  
**ABC Pharmaceuticals Ltd.**

Encl: Resume