[Your Name]
[Current Employee ID]
[Current Department/Branch]
[Current Overseas Location]

[Date]

[Manager Name]
[Human Resources Department]
[Company Name]

Subject: Request for Repatriation and Transfer to Home Branch

Dear [Manager Name],

I am writing to formally request my repatriation and a transfer back to my home branch located in [City/Country].

As per my international assignment agreement dated [Date], my tenure in [Current Overseas Location] is scheduled to conclude on [End Date]. I am now seeking to transition back to the [Home Branch Name] to continue my professional duties within the local team.

During my time abroad, I have gained valuable experience in [Briefly mention 1-2 skills]. I am eager to apply these insights to my role at the home branch and ensure a seamless handover of my current responsibilities before my departure.

I would appreciate your guidance on the next steps regarding relocation logistics, travel arrangements, and the official start date at my home branch. I am available to discuss this transition at your earliest convenience.

Thank you for your support throughout my international assignment.

Sincerely,

[Signature]
[Your Printed Name]