

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the global work assignment opportunity within [Company/Department Name]. I believe my skills and experiences align well with the requirements of this role.

I have [number of years] years of experience in [your area of expertise], which has equipped me with a solid foundation in [relevant skills or experiences]. I am particularly excited about this global assignment as it offers an opportunity to [mention any specific goals or interests related to the assignment].

I am committed to making a positive impact and believe that my background in [relevant experiences or achievements] will enable me to contribute effectively to our team's goals.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity further.

Best regards,

[Your Name]
[Your Job Title]