

Marco F. Reyes

KOLIN Philippines International Inc.

1854 Santa Rita St, Makati City, Metro Manila

August 01, 2025

Ernie Olimba

Account Officer

KOLIN Phil. International Inc.

1854 Santa Rita St, Makati City, M. Mnl.

To whom it may concern,

I Marco F. Reyes, am officially requesting that I be transferred from my current Branch Robinsons Appliances Galleria as a Product Merchandiser to RRS Marketing Antipolo as a Product Merchandiser. The reason for asking for a transfer is because of my families new home location.


I have been working at my current branch for 1yr. And 5mos. and so far I have benefitted the company in the following ways during my tenure.

My time working with Robinsons Appliances Galleria has been enriching to me, and I acknowledge and appreciate the experience I have gained so far. I am truly convinced that a transfer would benefit the company greatly as the new branch befits my newly acquired skill set and would enable me to continue developing my career as an employee of this organization and

acknowledging the changes specifically in my salary from metro rate to provincial rate.

Thank you for considering my application. I'm looking forward to advancing my career in KOLIN Phil. International Inc.

Best regards,


Marco F. Reyes

