**Application for Position Change**

To Shenzhen Administration of Foreign Experts Affairs:

We, \_\_\_\_\_\_\_\_\_\_\_\_\_ (Unit name), have engaged the foreigner \_\_\_\_\_\_\_\_\_\_\_ (Name) (Nationality: \_\_\_\_\_\_\_\_\_\_\_, Passport No.: \_\_\_\_\_\_\_\_\_\_\_\_\_), who, because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (reason for position change), has been transferred from the former position as a \_\_\_\_\_\_\_\_\_\_\_ to the current position as a \_\_\_\_\_\_\_\_\_\_\_\_.

We hereby apply for the position change accordingly.

Unit name (seal):

MM/DD/YY