

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request assistance regarding my upcoming job relocation to [New Location]. As you are aware, I have been considering this move due to [brief reason for relocation, e.g., family commitments, personal growth].

Given the circumstances, I would greatly appreciate any support the company could provide in facilitating this transition. Specifically, I would like to discuss potential relocation assistance options, such as moving expenses, temporary housing, and any other resources available to help make this process smoother.

I am committed to continuing my contributions to the team and ensuring a seamless transition. I believe that this relocation will allow me to bring even more value to [Company Name].

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]