

# Employee Relocation Support Application

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Application for Employee Relocation Support

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request relocation support from the company as I prepare to move to [New Location] for [reason, e.g., personal reasons, job transfer].

As you know, relocating can be a challenging process, and I would greatly appreciate any assistance the company can provide in terms of covering relocation expenses and facilitating a smooth transition.

I would be grateful if we could discuss this matter further at your earliest convenience. Thank you for your attention to this request, and I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]