

Request for Employee Relocation Support

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Relocation Support

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request relocation support as I prepare for my upcoming move to [New Location] for my position as [Your Position].

As discussed in our previous meetings, I believe this move will greatly enhance my ability to contribute to [Company Name] by [Briefly explain reasons for the relocation]. Given the complexities involved in the relocation process, I would appreciate any assistance the company could provide in making this transition smoother.

Specifically, I am seeking support for the following:

- Moving expenses
- Temporary housing
- Assistance with finding suitable housing
- [Any other specific requests]

Thank you for considering my request. I am happy to discuss this matter further and look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]