

Request for Job Relocation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a relocation to [desired location] within [Company's Name]. I have greatly enjoyed my time working in my current role as [Your Job Title] and have appreciated the opportunities for growth and development.

Due to [brief explanation of reason for relocation], I believe that moving to [desired location] would be beneficial both for my personal circumstances and for the company, as I can continue contributing my skills effectively in that branch.

I am committed to ensuring a smooth transition and would be happy to assist in the training or onboarding of a replacement, if necessary. I am also open to discussing the potential timelines and any arrangements that may need to be made regarding this transfer.

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

Sincerely,

[Your Name]

[Your Job Title]