

Employee Relocation Request

Date: [Insert Date]

To: [Manager's Name]
[Manager's Title]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally request approval for my relocation to [New Location] due to [reason for relocation, e.g., personal circumstances, family issues, etc.]. I believe that this move will not only facilitate my personal situation but also enable me to continue contributing effectively to our team's goals.

Details of my relocation are as follows:

- **Current Location:** [Current Location]
- **New Location:** [New Location]
- **Proposed Relocation Date:** [Proposed Date]

I am committed to ensuring a smooth transition, and I am willing to assist in handing over my current responsibilities to ensure no disruption in workflow. I appreciate your consideration of my request and look forward to your supportive response.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]