

Formal Relocation Request Letter

Subject: Request for Relocation

Dear [Manager/Supervisor Name],

I am writing to formally request a relocation from my current position at [Current Location] to [Desired Location]. This request is due to [reason, e.g., personal circumstances, family obligations, or health considerations].

I have thoroughly reviewed my responsibilities and can assure a smooth transition. I am happy to assist in transferring knowledge and ongoing projects to maintain continuity.

I sincerely hope you will consider my request and provide guidance on the next steps.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Position / Department]

[Contact Information]

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