[Your Name]
[Your Job Title]
[Your Employee ID]
[Date]

[Manager's Name]
[Company Name]
[Department]

Dear [Manager's Name],

I am writing to formally request a personal leave of absence from my position due to an upcoming family relocation. My family will be moving to [City, State], and I require time away from work to manage the logistics of this transition.

I am requesting my leave to begin on [Start Date] and I anticipate returning to work on [End Date/Return Date].

During my absence, I am committed to ensuring a smooth handoff of my current responsibilities. I will complete [Project Name/Task] before my departure and will provide detailed instructions for [Colleague's Name] to handle my daily duties while I am away.

I understand that this request is subject to approval per company policy. I am happy to discuss how we can best manage my workload during this period. Thank you for your support and understanding regarding my family's needs.

Sincerely,

[Your Signature]
[Your Printed Name]