[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally request a personal leave of absence from my position as [Your Job Title] to manage a residential transition. Due to the logistics involved in [moving/relocating/renovating] my primary residence, I am requesting time away from work to ensure a smooth transition.

I would like my leave to begin on [Start Date] and I anticipate returning to work on [Return Date].

During my absence, I am committed to ensuring my responsibilities are covered. I will complete [List specific tasks or projects] before my departure and will provide detailed instructions for [Colleague's Name] to handle any urgent matters that arise while I am away.

I understand that this request is subject to approval according to company policy. Please let me know what documentation or additional steps are required to finalize this request. I am available to discuss this further at your convenience.

Thank you for your time and for supporting me during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]