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

[Date]

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

Subject: Request for Unpaid Leave of Absence for Relocation

Dear [Manager's Name],

I am writing to formally request an unpaid leave of absence from my position as [Your Job Title] to facilitate my relocation to [New City/State].

I am requesting this leave to begin on [Start Date] and plan to return to work on [Return Date]. This time will allow me to finalize my moving arrangements, secure housing, and settle my family in our new location.

Before my leave begins, I will ensure that all my current projects are up to date and provide a detailed transition plan for my responsibilities to [Colleague's Name or "the team"]. I am committed to making this transition as smooth as possible.

I value my position at [Company Name] and look forward to resuming my duties once my relocation is complete. Thank you for considering my request.

Sincerely,

[Your Signature]

[Your Printed Name]