[Your Name]
[Your Employee ID]
[Your Department]

[Date]

[Manager's Name]
[Manager's Title]
[Company Name]

Subject: Request for Leave of Absence - International Relocation

Dear [Manager's Name],

I am writing to formally request a leave of absence to facilitate my upcoming international relocation to [New City/Country].

I am requesting leave starting on [Start Date] and plan to return to work on [Return Date]. This time will be used to manage logistical requirements, including moving personal belongings, securing housing, and completing necessary legal and administrative documentation in my new location.

Prior to my departure, I will ensure that all my current tasks are up to date and provide a detailed handover for my team to ensure a smooth transition during my absence. I am also available to discuss how my responsibilities will be managed while I am away.

Thank you for your support and for considering my request. I look forward to your approval.

Sincerely,

[Your Signature]
[Your Printed Name]