[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Department Name]

Subject: Relocation Leave Request - [Your Name]

Dear [Manager's Name],

As part of my upcoming company-sponsored relocation to [New City/Office Location], I am writing to formally request relocation leave to manage the logistics of my move.

In accordance with the company relocation policy, I would like to request [Number] days of leave. I plan to be away from [Start Date] to [End Date], returning to work at the new location on [Return Date].

Before my departure, I will ensure that all my current tasks are up to date and provide a handover document to [Colleague's Name] to ensure a smooth transition during my absence.

Thank you for your support during this transition. I look forward to starting my new role in [New Location].

Sincerely,

[Your Signature]
[Your Printed Name]