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

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

Subject: Voluntary Relocation Leave Request

Dear [Manager's Name],

I am writing to formally request a period of leave to facilitate my voluntary relocation to [New City/State]. As we have previously discussed, I will be moving my residence and require time to manage the logistics of this transition.

I would like to request leave starting from [Start Date] and returning to work on [End Date/Return Date]. During this period, I intend to use [Number] days of my [Vacation/Unpaid] leave balance.

Before my departure, I will ensure that all my current tasks are up to date and provide a detailed handover note for my team to ensure a smooth workflow in my absence. I am also happy to discuss how my responsibilities will be covered during this time.

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

Sincerely,

[Your Signature]
[Your Printed Name]