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

[Manager's Name]
[Company Name]

Subject: Request for Leave Due to Spousal Transfer Relocation

Dear [Manager's Name],

I am writing to formally request a leave of absence from my position as [Your Job Title], starting from [Start Date] to [End Date].

The reason for this request is the relocation of my spouse, who has been transferred to a new position in [New City/State]. This leave will allow me the necessary time to manage the relocation process, secure housing, and settle our family in the new location.

Before my leave begins, I am committed to completing my current tasks and assisting in the transition of my responsibilities to other team members. I have already prepared a status report for all ongoing projects to ensure a smooth handover.

I value my position with [Company Name] and would like to discuss the possibility of [telecommuting/reassignment to a branch in the new location/returning to my role after the relocation period].

Thank you for your understanding and support during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]