[Your Name]
[Your Employee ID]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]
[Department]

Subject: Leave Request for Interstate Relocation

Dear [Manager's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] to facilitate my interstate relocation to [City, State]. I plan to return to work on [Return Date].

This move requires significant travel and time to manage logistics, including the transport of household goods and the setup of my new residence. During this period, I will be moving from [Current State] to [New State].

Before my leave begins, I will ensure that all my current tasks are up to date and provide a detailed handover for any ongoing projects to [Colleague's Name/Team]. I will also be available via email for any urgent matters until my departure date.

I have attached the necessary company leave forms for your approval. Thank you for your support and understanding during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]