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

[Date]

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

Subject: Request for Relocation Leave - [Branch Name Transfer]

Dear [Manager's Name],

Following the approval of my transfer to the [New Branch Name] branch, I am writing to formally request relocation leave to manage my move.

I would like to request [Number] days of leave, starting from [Start Date] to [End Date]. I will officially report for duty at the new location on [Reporting Date].

This time will be used to finalize my housing arrangements, transport my personal belongings, and complete the necessary administrative tasks associated with moving to [New City/Location].

I have ensured that all my current pending tasks are up to date and have prepared a handover file for my successor. I will be available via email for any urgent queries during this transition period.

Thank you for your support regarding this transfer.

Sincerely,

[Signature]

[Your Printed Name]