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

[Date]

[Manager's Name]
[Company Name]

Subject: Permanent Relocation Leave Request

Dear [Manager's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] to manage my permanent relocation to [New City/State/Country].

As I am moving my entire household permanently, I require this time to oversee the packing, transportation of belongings, and the finalization of my new housing arrangements. I intend to resume my full duties on [Return Date].

Before my leave begins, I will ensure that all my current tasks are up to date. I am also happy to assist in briefing [Colleague's Name] to cover my responsibilities during my absence.

Thank you for your understanding and for supporting me during this transition.

Sincerely,

[Your Signature]
[Your Printed Name]