

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Subject: Proposal for Relocation to [New City/State]

Dear [Manager's Name],

I am writing to formally request your approval to relocate my primary residence from [Current City] to [New City/State], effective [Date].

My primary motivation for this move is to transition to an area with a lower cost of living. This change will allow me to improve my financial stability and overall quality of life, which I believe will further enhance my long-term commitment and focus toward my role at [Company Name].

I want to ensure you that this relocation will not impact my work performance. I am fully committed to:

- Maintaining my current working hours and availability in the [Time Zone] time zone.
- Meeting all current deliverables and project deadlines.
- Utilizing our existing communication tools to remain fully integrated with the team.
- [Optional: Traveling to the office as required for quarterly meetings or specific events.]

I have thoroughly enjoyed my time with the team so far and look forward to continuing my contributions to [Company Name] from this new location. I am available to discuss this request further and address any questions regarding logistics or payroll adjustments.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]