

[Your Name]  
[Your Employee ID]  
[Your Current Address]  
[City, State, Zip Code]  
[Date]

[Manager Name or HR Department]  
[Company Name]  
[Company Address]

Subject: Formal Request for Relocation Reconsideration - [Your Name]

Dear [Manager Name or HR Representative],

I am writing to formally request a reconsideration of my mandatory relocation to [New Location], scheduled for [Date]. While I remain fully committed to [Company Name] and my role as [Your Job Title], I am currently facing significant personal hardships that make this move impossible at this time.

The primary reasons for this hardship request include:

- **[Reason 1: e.g., Medical Concerns]:** [Briefly describe medical condition or caregiving responsibilities that require staying in your current location].
- **[Reason 2: e.g., Family/Education]:** [Briefly describe spouse's employment, children's specific schooling needs, or elder care issues].
- **[Reason 3: e.g., Financial/Legal]:** [Briefly describe specific financial burdens or legal obligations tied to your current residence].

I have attached supporting documentation regarding these circumstances for your review. I am eager to continue contributing to the team and would like to propose alternative solutions, such as [Remote Work / Delayed Relocation / Periodic Travel], to ensure my work performance remains unaffected.

Thank you for your time and for considering my situation. I look forward to discussing this matter further to find a mutually beneficial solution.

Sincerely,

[Your Signature]  
[Your Printed Name]