

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Manager's Name]  
[Company Name]  
[Company Address]

Subject: Proposal for Relocation and Transition Timeline

Dear [Manager's Name],

I am writing to formally discuss my upcoming transition to the [Office Location] office. Following our recent conversations regarding the new role, I have carefully evaluated the logistics to ensure my relocation aligns with the team's project milestones and operational needs.

Based on the current project schedule, I propose a start date of [Date] at the new location. This timing allows me to complete [Current Task/Project] here while providing sufficient time to establish my residency in [New City] without disrupting my workflow.

To facilitate this move and ensure a seamless transition, I would like to request relocation assistance. I am seeking support regarding the following items:

- Packing and transportation of household goods.
- Temporary housing for [Number] days upon arrival.
- Travel expenses for the final move.
- [Additional Request, e.g., Lease break assistance].

I am eager to bring my skills to the [New Department/Location] team and believe this timeline will allow me to hit the ground running. I have attached a brief breakdown of estimated costs for your review.

I look forward to discussing this further and finalizing the details of my transition.

Best regards,

[Your Signature]

[Your Printed Name]