

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

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request a relocation from the [Current Office Location] to the [Target Office Location/Remote Status] effective [Proposed Date].

The primary reason for this request is to relocate closer to my family. Being in closer proximity to my support system will significantly improve my long-term work-life balance and personal stability, allowing me to continue performing at my highest capacity for [Company Name].

I have carefully considered how this transition would impact my role. I am confident that I can maintain my current level of productivity and meet all responsibilities because:

- [Reason 1: e.g., My core duties are handled digitally and do not require a specific physical presence.]
- [Reason 2: e.g., I am happy to adjust my hours to align with the current team's time zone.]
- [Reason 3: e.g., The target office provides the necessary infrastructure to support my workflow.]

I am fully committed to ensuring a seamless transition. I am available to discuss a trial period, travel requirements for in-person meetings, or any adjustments to my workflow that you deem necessary.

Thank you for your time and for considering this request. I look forward to discussing how we can make this arrangement successful for both the team and the company.

Sincerely,

[Your Signature]
[Your Printed Name]