

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

[Date]

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

**Subject: Impact Statement Regarding Out-of-State Relocation Policy**

Dear [Manager Name or HR Representative],

I am writing to formally address the recent announcement regarding the company's out-of-state relocation policy and to share how this change directly impacts my current role and personal circumstances.

Since [Date or Year], I have been performing my duties from [Your Current State/Location]. During this time, I have consistently met my performance goals, including [mention a brief achievement or metric].

The requirement to relocate to [Company Location/State] by [Deadline Date] presents significant challenges for me due to the following reasons:

- [Reason 1: e.g., Family or childcare commitments]
- [Reason 2: e.g., Spouse's local employment]
- [Reason 3: e.g., Real estate/housing obligations or financial constraints]

Given my commitment to [Company Name], I would like to propose a discussion regarding potential alternatives that would allow me to continue contributing to the team. These might include:

- A transition period or extended deadline for relocation.
- Approval for a fully remote work arrangement based on my performance history.
- A hybrid schedule involving periodic travel to the office at my own expense.

I value my position within the company and hope we can find a solution that balances the new policy requirements with my current situation. I am available to meet at your earliest convenience to discuss this further.

Sincerely,

[Your Signature]  
[Your Printed Name]