
Job Relocation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Job Relocation

Dear [Recipient's Name],

I am writing to formally request relocation to [specific location or branch] due to [reason, e.g., job opportunity, family commitments, or personal circumstances]. I am committed to ensuring a smooth transition and am excited to continue contributing to [Company Name] in this new location.

Reason for Relocation:

[Provide a clear explanation of why the relocation is necessary or beneficial.]

Proposed Plan:

- [Outline steps to ensure a seamless transition of responsibilities.]
- [Details of proposed relocation timeline.]

Thank you for considering my request. I am happy to discuss further details and explore how best to facilitate this move.

Sincerely,

[Your Full Name]

[Your Job Title]