### horizontal line**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]