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# 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]