

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request my relocation to [New Location] as part of my role as a QA Engineer at [Company's Name]. I am excited about the opportunity to continue contributing to our projects and support my team effectively from a new location.

The reasons for my request are as follows:

1. [Reason 1 - e.g., personal circumstances, family, etc.]
2. [Reason 2 - e.g., better work-life balance, cost of living, etc.]

I assure you that my relocation will not impact my productivity or commitment to [Company's Name]. I am willing to work with the team to ensure a smooth transition and to maintain our project timelines.

Thank you for considering my request. I look forward to discussing this with you and exploring the possibility of making this relocation happen.

Sincerely,

[Your Name]  
[Your Job Title]