

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Relocation Confirmation

We are pleased to inform you that your relocation to [New Location] has been approved. This letter outlines the details associated with your move and the support we will provide during this transition.

**\*\*Relocation Details:\*\***

- **\*\*New Position Title:\*\*** [New Position]
- **\*\*Effective Date of Relocation:\*\*** [Date]
- **\*\*New Address:\*\*** [New Address, if applicable]

**\*\*Relocation Assistance:\*\***

- [Description of relocation benefits, e.g., moving expenses covered, temporary housing, etc.]
- [Any additional support offered, such as finding schools, settling-in services, etc.]

**\*\*Next Steps:\*\***

Please review the information outlined in this letter and confirm your acceptance of the relocation by [Response Deadline]. Should you have any questions or require further assistance, do not hesitate to reach out to [HR Contact] at [Contact Information].

We value your contributions to [Company Name] and look forward to your continued success in your new location.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]