

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Relocation Notification

We are pleased to inform you that your relocation to [New Location] has been approved. This letter outlines the details of the relocation process and the support we will provide.

1. **Relocation Details**

- **New Position Title:** [Job Title]
- **Effective Date of Relocation:** [Date]
- **New Address:** [New Address]

2. **Relocation Assistance**

- [Details of relocation package, such as moving expenses, housing assistance, etc.]

3. **Next Steps**

- Please confirm your acceptance of the relocation by [Response Date].
- Attend the relocation orientation meeting scheduled for [Date] at [Location].

If you have any questions or need further assistance during this transition, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Information].

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

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]