

Relocation Confirmation Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to confirm your relocation from [Current Location] to [New Location] effective [Relocation Date]. This decision is part of our ongoing commitment to support your career development and meet the operational needs of our organization.

The details of your relocation are as follows:

- New Position: [New Job Title]
- New Department: [Department Name]
- Start Date in New Location: [Start Date]
- Relocation Assistance: [Details of relocation assistance offered]

We understand that relocating can be a significant change, and we are here to assist you throughout this transition process. Please feel free to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number] for any questions or further assistance.

Thank you for your continued hard work and dedication to [Company Name]. We look forward to your success in your new role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]