

Employee Relocation Transfer Letter

Date: [Insert Date]

To,

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been selected for a relocation transfer to our [New Location] office, effective [Transfer Date]. This decision has been made in recognition of your outstanding performance and contribution to our team.

Your new role will be [Job Title] at the [New Location] office, and you will report to [Supervisor's Name]. We believe that this move will be beneficial for your career and our organization.

The company will provide assistance with your relocation, including [list any relocation benefits offered]. Please coordinate with the HR department regarding the relocation process and any questions you may have.

We appreciate your dedication to the company and look forward to this new chapter in your career.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]