

# Employee Relocation Approval Notification

Date: [Insert Date]

To: [Employee's Name]

Subject: Relocation Approval Notification

Dear [Employee's Name],

We are pleased to inform you that your request for relocation to [New Location] has been approved. This decision was made after careful consideration and is in alignment with our organizational goals.

As part of your relocation, we will assist you with the following:

- Moving expenses reimbursement
- Temporary housing arrangements
- Support in finding permanent housing

We understand that relocating can be a significant transition, and we are here to support you throughout this process. Your new start date will be [Insert Start Date] and we will provide additional details regarding the relocation process shortly.

Please feel free to reach out to HR at [HR Contact Information] if you have any questions or require further assistance.

Congratulations on this new opportunity!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]