

Employee Relocation Coordination Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Employee Relocation Logistics Coordination

Dear [Employee's Name],

We are excited to assist you with your upcoming relocation to [New Location]. To ensure a smooth transition, we have outlined the logistics and support available to you:

1. Move Coordination

Your designated relocation coordinator, [Coordinator's Name], will be in touch to discuss the moving process and schedule.

2. Moving Company

We have partnered with [Moving Company Name] to provide you with expert moving services. They will contact you to discuss your specific needs.

3. Temporary Housing

If needed, we can provide assistance in arranging temporary housing. Please let us know your requirements.

4. Relocation Benefits

Your relocation package includes [List Benefits]. For detailed information, please refer to the attached document.

5. Important Dates

Please keep the following dates in mind:

- Moving Date: [Insert Date]
- Start Date at New Location: [Insert Date]

If you have any questions or need further assistance, do not hesitate to reach out to me directly at [Your Contact Information].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]