

Employee Relocation Support Resources

Dear [Employee Name],

As part of your upcoming relocation to [New Location], we are pleased to provide you with a variety of resources to assist with your move.

Relocation Assistance Program

Our Relocation Assistance Program includes:

- Financial support for moving expenses
- Local real estate agent referrals
- Temporary housing options
- Moving company coordination
- Cost of living adjustment information

Useful Contacts

Please reach out to the following contacts for assistance:

- **HR Relocation Coordinator:** [Coordinator Name] - [Email] - [Phone Number]
- **Finance Department:** [Finance Contact Name] - [Email] - [Phone Number]
- **Moving Company:** [Moving Company Name] - [Phone Number]

Important Reminders

Remember to:

- Update your address with the postal service.
- Notify your banks and credit card companies of your address change.
- Schedule utility services at your new home.

If you have any questions or need further assistance, please do not hesitate to contact us. We are here to help make your relocation as smooth as possible.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]