

Employee Relocation Timeline and Expectations

Dear [Employee's Name],

We are excited to inform you about your upcoming relocation to [New Location]. Below is a timeline outlining key dates and expectations to help you prepare for this transition.

Relocation Timeline

- **[Date 1]:** Official Notification of Relocation
- **[Date 2]:** Initial Relocation Meeting
- **[Date 3]:** Completion of Relocation Plan
- **[Date 4]:** Moving Date
- **[Date 5]:** Arrival in New Location
- **[Date 6]:** Settling In and Orientation

Expectations During Relocation

1. Please communicate any concerns with your manager.
2. Ensure all necessary relocation documentation is completed.
3. Attend the scheduled meetings for a smooth transition.
4. Utilize the resources provided for housing and services in [New Location].

If you have any questions regarding your relocation, please reach out to [Contact Person's Name] at [Contact Email/Phone].

We wish you the best in this exciting new chapter of your career!

Sincerely,

[Your Name]

[Your Position]

[Company Name]