

# Employee Relocation Acceptance Letter

Date: [Insert Date]

[Employee's Name]  
[Employee's Address]  
[City, State, ZIP Code]

[Manager's Name]  
[Department Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally accept the offer for my departmental transfer to [New Department Name] at [New Location]. I appreciate the opportunity and am excited about the challenges and responsibilities that lie ahead.

I understand that my relocation is scheduled for [Relocation Date], and I am committed to ensuring a smooth transition during this process. Please let me know if there are any additional forms or information needed from my side.

Thank you once again for this opportunity. I look forward to contributing to the team in my new role.

Sincerely,

[Employee's Signature (if sending a hard copy)]  
[Employee's Name]  
[Employee's Job Title]