

Employee Relocation Acceptance

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the offer of relocation due to the closure of our current office. I appreciate the support and consideration that the company has shown during this transition.

I confirm my willingness to relocate to [New Office Location] and I am looking forward to continuing my work with [Company's Name] in this new capacity. The timeline and relocation assistance details you provided in the meeting are understood and accepted.

Thank you for this opportunity and your continued support. Please let me know if there's anything further required from my side during this process.

Sincerely,

[Your Name]