

# Employee Relocation Acceptance Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the relocation offer for the position of [Job Title] at [New Location/Company Name]. I appreciate the opportunity provided to me and my family.

As we prepare for this transition, I want to express my gratitude for the support offered to us during this process. My family is excited about the new opportunities that await us in [New Location].

We look forward to settling into the new environment and contributing to the team's success at [Company Name]. Please let me know if there are further steps we need to take in this relocation process.

Thank you once again for your support.

Sincerely,

[Employee Signature]

[Employee Printed Name]

[Employee Job Title]