

Employee Relocation Acceptance Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Manager's Name],

I am writing to formally accept the relocation for the new position of [New Position Title] at [New Location]. I appreciate the offer and am excited about the opportunity to contribute to [Company's Name] in this new capacity.

I confirm my relocation date to be [Relocation Date], and I am committed to ensuring a smooth transition during this process. Please let me know if there are any further steps or paperwork needed from my end.

Thank you once again for this opportunity. I look forward to continuing my work with [Company's Name] in my new role.

Sincerely,
[Your Name]