

Employee Relocation Acceptance Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Acceptance of Relocation for Project Assignment

Dear [Manager's Name],

I am writing to formally accept the relocation offer for the [Project Name] assignment in [Location]. I appreciate the opportunity to be part of this important project and am excited about the challenges and experiences that await.

I understand that the relocation will take place on [Relocation Date], and I am committed to ensuring a smooth transition. Please let me know if there are any further steps I need to take or forms I need to complete before my move.

Thank you once again for this opportunity. I look forward to contributing to the team's success in [Location].

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]