

Employee Relocation Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Acceptance of Relocation Offer

Dear [Employer's Name],

I am writing to formally accept the offer of relocation to [New Location] for my position as [Your Job Title] at [Company's Name]. I appreciate the opportunity to advance my career in this new setting.

As discussed, I understand the relocation benefits that will be provided, which include:

- Reimbursement for moving expenses
- Temporary housing allowance
- Assistance with home sale and purchase
- Additional support services for my family

Thank you once again for this opportunity and for the support you have extended. I look forward to contributing to the team in [New Location] and the challenges ahead.

Sincerely,

[Your Name]