

Employee Relocation Acceptance

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your request for relocation to [New Location] and transition to remote work has been accepted. We appreciate your flexibility and commitment to our organization as you adapt to this new working arrangement.

As discussed, your effective remote work date will be [Start Date]. You will continue to report to [Supervisor's Name or Department] and will have access to all necessary resources through our virtual platforms.

Please feel free to reach out if you have any questions or require further assistance during this transition. We are here to support you every step of the way.

Welcome to this new chapter in your career with us!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]