

# Employee Relocation Acceptance Letter

Date: [Insert Date]

To,

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your request for relocation to [New Location] has been approved. We appreciate your contributions to the company and are excited about your move.

As discussed, your new salary will be adjusted to [New Salary Amount], effective [Effective Date]. This adjustment reflects the cost of living in [New Location] and your continued value to our team.

Please confirm your acceptance of this relocation and salary adjustment by signing below and returning a copy of this letter by [Return Date].

We look forward to your successful transition to [New Location]. If you have any questions, feel free to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]

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Employee's Acceptance

I, [Employee's Name], hereby accept the relocation to [New Location] with the salary adjustment to [New Salary Amount].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_