

# Employee Relocation Acceptance

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the offer for temporary relocation to [New Location] as discussed. I appreciate the consideration and support from the company regarding this opportunity.

As agreed, I will relocate on [Relocation Start Date] and remain in [New Location] until [Relocation End Date]. I am committed to ensuring a smooth transition and maintaining productivity throughout this period.

Thank you for this opportunity. Please let me know if there are any further details or formalities that need my attention before my relocation.

Sincerely,

[Employee Name]

[Employee Job Title]

[Employee Contact Information]