

Letter of Commitment to Relocate

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally express my commitment to relocate to [New Location] as part of our team's collaboration efforts. I understand the significance of being present in the same location to enhance our team's synergy and productivity.

As discussed, relocating to [New Location] will allow me to contribute more effectively to our projects and foster stronger relationships with team members. I am prepared to take the necessary steps to ensure a smooth transition and adaptation to my new environment.

Thank you for considering my commitment to this important initiative. I look forward to our continued success together.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]