

Employee Moving Instructions

Date: _____

To: [Employee Name]

From: [Manager's Name]

Subject: Moving Instructions for Your Upcoming Relocation

Dear [Employee Name],

As you prepare for your upcoming relocation, please find below the instructions to ensure a smooth transition:

1. Moving Timeline

Please ensure that your moving process begins by [Start Date] and is completed by [End Date].

2. Packing Guidelines

Ensure that all personal and work-related items are securely packed. Label all boxes clearly with your name and department.

3. Moving Day Logistics

On the day of your move, please be ready by [Moving Day Time]. Our designated moving company will arrive at [Location].

4. Contact Information

If you have any questions or require assistance, please contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

Thank you for your attention to these details. We wish you a successful move!

Sincerely,
[Manager's Name]
[Title]
[Company Name]