

# Relocation Details for [Team Member's Name]

Dear Team,

I am writing to inform you about the relocation details of our team member, [Team Member's Name].

## Relocation Information

- **New Location:** [New Address or City]
- **Effective Date:** [Relocation Date]
- **Contact Information:** [New Phone Number / Email]

## Support During Relocation

We will be providing the necessary support during this transition period, including:

- Moving Expenses
- Temporary Housing Assistance
- Local Area Orientation

We wish [Team Member's Name] a smooth relocation and encourage everyone to offer their support. Please feel free to reach out if you have any questions.

Best Regards,

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