

Job Relocation Update

Dear [Employee's Name],

We are writing to inform you about the recent decision regarding your job relocation. After careful consideration, we have decided to proceed with your transfer to the [New Location] office effective [Start Date].

Please find the details of your relocation package below:

- Moving Expenses: [Details]
- Temporary Housing: [Details]
- Relocation Assistance: [Details]

If you have any questions or require further assistance, please do not hesitate to reach out to the HR department.

We wish you all the best in this new chapter of your career.

Sincerely,

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