

Transportation Arrangement Confirmation

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to confirm the transportation arrangements for your relocation to [New Location]. Below are the details of your transportation:

Transportation Details

- **Transport Provider:** [Provider Name]
- **Pickup Date:** [Pickup Date]
- **Pickup Time:** [Pickup Time]
- **Pickup Location:** [Current Address]
- **Destination Address:** [New Address]
- **Contact Number:** [Provider Contact Number]

Please ensure that you have all your belongings ready for pickup. Should you have any questions or need further assistance, feel free to reach out to us.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]