

Relocation Acceptance Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally acknowledge the acceptance of my relocation to [New Location] as discussed in our previous conversations. I appreciate the support and guidance provided throughout this process.

Thank you for the opportunity to continue my work with [Company Name] in [New Location]. I am looking forward to a successful transition and contributing to the team in my new role.

Please let me know if there are any further steps I need to undertake before my relocation.

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]