

# Employee Move Confirmation

Date: [Insert Date]

To: [Employee Name]

From: [Your Company Name]

Subject: Confirmation of Employee Move

Dear [Employee Name],

We are pleased to confirm the details regarding your upcoming move to the [New Department/Location] effective [Effective Date].

Details of the Move:

- **New Position:** [New Job Title]
- **New Supervisor:** [Supervisor's Name]
- **Location:** [New Office Address]
- **Effective Date:** [Effective Date]

Please ensure that you complete all necessary transitions before your move and reach out to [HR/Manager's Name] if you have any questions or need assistance.

We wish you all the best in your new role and look forward to your continued success with [Your Company Name].

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]