

# Employee Relocation Confirmation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm your relocation to [New Location] as discussed. Your move has been scheduled for [Relocation Date], and we are excited to support you through this transition.

Please find below the details regarding your relocation:

- New Position: [New Position Title]
- Start Date: [Start Date at New Location]
- Relocation Assistance: [Details of Assistance Provided]

We recommend connecting with [Contact Person] for any questions or assistance regarding your move. Our team is here to ensure a smooth transition for you and your family.

Thank you for your dedication and hard work. We look forward to seeing you thrive in your new role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]