

# Job Relocation Instructions

Dear [Employee's Name],

We are excited to inform you about your upcoming relocation to [New Location] as part of your position as [Job Title]. Below are the instructions and details concerning your relocation:

## Relocation Dates

Your relocation is scheduled for [Start Date] to [End Date]. Please ensure your availability during this period for the moving process.

## Moving Assistance

Our company provides the following assistance for your move:

- Moving Company Coordination
- Reimbursement for Moving Expenses (up to \$[Amount])
- Temporary Housing Allowance

## New Office Details

Your new office address will be:

[Company Name]  
[New Office Address]  
[City, State, Zip Code]

## Contact Information

If you have any questions or need further assistance, please contact [HR Manager's Name] at [HR Manager's Email] or [HR Manager's Phone Number].

We look forward to your successful transition to your new location. Welcome to the team in [New Location]!

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]