

Acceptance of Relocation Proposal

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I am writing to formally accept the relocation proposal to [New Location] as discussed. I appreciate the opportunity to advance my career with [Company Name] and am excited about the new challenges and experiences that lie ahead.

I confirm my relocation date as [Insert Relocation Date] and will ensure that all necessary arrangements are made prior to my departure.

Thank you once again for this opportunity. I look forward to contributing to the team in [New Location].

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]