

Relocation Services for Corporate Employees

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to inform you that your relocation services have been approved as part of your upcoming transfer to [Insert New Location]. Our goal is to make this transition as seamless as possible for you and your family.

We have partnered with [Insert Relocation Company Name] to assist with your move. They will provide you with a comprehensive range of services, including:

- Home Finding Assistance
- Moving and Packing Services
- Temporary Housing Arrangements
- School Search Assistance
- Spousal Employment Support

We encourage you to reach out to [Insert Contact Person's Name] at [Insert Contact Person's Phone Number or Email] to discuss the details and next steps regarding your relocation.

Thank you for your commitment to [Insert Company Name]. We look forward to supporting you in this exciting new chapter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]