

Relocation Services Confirmation

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your relocation services have been successfully arranged in connection with your new job opportunity with [Company Name]. We understand that relocating can be both exciting and challenging, and we are here to support you every step of the way.

Relocation Overview

Your relocation plan includes the following services:

- Home finding assistance
- Transportation arrangements
- Temporary housing options
- Local orientation services
- Moving services coordination

Next Steps

Please contact your relocation coordinator at [Coordinator's Name] via phone at [Phone Number] or email at [Email Address] to discuss your specific needs and arrange the necessary details.

Important Dates

We recommend that you start planning your move by [Recommended Date] to ensure a smooth transition. The target start date for your new position is [Job Start Date].

We are excited to help you with this transition and wish you all the best as you embark on this new chapter in your career.

Warm regards,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

[Phone Number]
[Email Address]