

# Job Relocation Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the job relocation to [New Location] as [Job Title]. I appreciate the opportunity to continue my career with [Company's Name] and am enthusiastic about this new chapter in my professional journey.

Thank you for your support during this transition. I look forward to contributing to the team and ensuring a smooth onboarding process. Please let me know if there are any additional steps I need to undertake before the move.

Thank you once again for this opportunity.

Sincerely,

[Your Name]