

Job Relocation Confirmation

Date: [Date]

To: [Employee Name]

From: [Your Name]

Subject: Job Relocation Confirmation

Dear [Employee Name],

We are pleased to confirm your acceptance of the job relocation to [New Location] as discussed during our recent meetings. This move is set to take place on [Relocation Date]. We are excited about your transition to this new role and the opportunities it presents.

As previously outlined, your new position will be [New Job Title], and you will report to [New Supervisor's Name]. Your new salary package, including benefits, will be [Details of Salary and Benefits].

Please let us know if you require any assistance during the relocation process. We are here to support you and make this transition as smooth as possible.

Thank you for your dedication and contributions to our team. We look forward to seeing you thrive in your new position.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]