

Notification of Relocation Support Resources

Dear [Employee's Name],

We are pleased to inform you that as part of our commitment to support your upcoming relocation to [New Location], we have arranged various resources to assist you throughout this process.

Available Relocation Support Resources:

- **Relocation Specialist:** [Name and Contact Information]
- **Moving Service Reimbursement:** Up to [Amount]
- **Temporary Housing Assistance:** [Details]
- **Local Area Information:** [Link or Attachment]
- **Orientation Sessions:** [Dates and Times]

Please feel free to reach out to the relocation specialist for any questions or additional support you may need during this transition. We are here to ensure that your relocation is as seamless as possible.

Thank you for your attention, and we wish you the best of luck with your move!

Sincerely,
[Your Name]
[Your Position]
[Company Name]