

Relocation Confirmation Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are pleased to confirm your successful relocation to [New Location] as discussed in our previous correspondence. Your move is scheduled for [Relocation Date].

As part of your benefits and compensation package, we are pleased to offer the following:

- Relocation allowance of [Amount]
- Reimbursement for moving expenses up to [Amount]
- Temporary housing assistance for [Duration]
- Additional support services as [specified in agreement]

Please keep all receipts for your expenses, as they will need to be submitted for reimbursement in accordance with our policy.

If you have any questions or require further assistance, feel free to reach out to our HR department.

We wish you all the best in your new location!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]