

# Relocation Details for Management Review

Date: [Insert Date]

To: [Management's Name/Title]

From: [Your Name/Title]

Subject: Relocation Details for Review

Dear [Management's Name],

I am writing to provide you with the details regarding the upcoming relocation of [Employee's Name/Department] to [New Location]. The following are the key details of the relocation:

## Relocation Details

- **Relocation Date:** [Insert Date]
- **Current Location:** [Insert Current Location]
- **New Location:** [Insert New Location]
- **Reason for Relocation:** [Insert Reason]
- **Budget Estimated:** [Insert Budget]
- **Expected Impact:** [Insert Expected Impact]

Please review the information provided above and let me know if you require any additional details or adjustments to the plan. Your approval will facilitate a smooth transition for the team involved.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]