

Relocation Agreement Finalization Instructions

Dear [Recipient Name],

We are pleased to inform you that your relocation agreement has been finalized. Please carefully review the following instructions to ensure a smooth transition:

1. Review the Agreement

Please read the finalized relocation agreement thoroughly to familiarize yourself with the terms and conditions.

2. Confirm Your Move Dates

Kindly confirm your moving dates by [Insert Deadline]. This helps us ensure all necessary arrangements are in place.

3. Moving Assistance

If you require assistance during the move, please contact [Contact Name] at [Contact Information] to schedule a consultation.

4. Reimbursement Process

For any relocation expenses, submit all receipts to [Finance Department/Contact Person] by [Insert Deadline] for reimbursement.

5. Final Checklist

- Confirm packing dates with your moving company.
- Update your address with all relevant parties.
- Pack essential items separately for easy access.

If you have any questions or need further assistance, please do not hesitate to reach out to us.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]