

Employee Relocation Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company's Name]

Subject: Confirmation of Employee Relocation

Dear [Employee's Name],

We are pleased to confirm your relocation to [New Location] as part of your role as [Employee's Position] with [Your Company's Name]. Your relocation is scheduled for [Relocation Date].

Please find the details regarding your relocation below:

- Relocation Package: [Details of the Package]
- Moving Assistance: [Details of Moving Assistance]
- Start Date at New Location: [Start Date]

If you have any questions or require further assistance, please feel free to reach out to your manager or the HR department.

We wish you all the best in your transition and look forward to your continued contributions to our team.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Contact Information]