

# Employee Relocation Guidelines

Dear [Employee Name],

We are pleased to inform you that your relocation process is underway. Below are the guidelines to assist you during this transition:

## 1. Relocation Assistance

Your relocation package includes:

- Moving expenses coverage
- Temporary housing support
- Reimbursement for travel expenses

## 2. Timeline

Please adhere to the following timeline:

- Notify HR of your moving dates by [specific date].
- Complete all required paperwork by [specific date].
- Have your belongings packed and ready for transport by [specific date].

## 3. Key Contacts

For any inquiries, please contact:

- [HR Representative Name] - [Email] - [Phone Number]
- [Moving Company Contact] - [Email] - [Phone Number]

## 4. Important Reminders

Remember to update your address with:

- HR department
- Bank and financial institutions
- Utility providers

We wish you a smooth relocation. Please do not hesitate to reach out if you have any questions.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]