

Employee Relocation Timeline

Date: [Insert Date]

Dear [Employee's Name],

We are excited to assist you with your relocation to [New Location]. Below is a timeline to ensure a smooth transition:

Relocation Timeline

- **4 Weeks Before Move:** Confirm relocation details and finalize moving company.
- **3 Weeks Before Move:** Start packing non-essential items and inform utility companies.
- **2 Weeks Before Move:** Schedule disconnection of current utilities and set up new utilities.
- **1 Week Before Move:** Confirm moving date and finalize packing.
- **Moving Day:** Supervise the movers and ensure all belongings are loaded.
- **1 Day After Move:** Unpack essentials and check in with HR for any remaining paperwork.

If you have any questions or need further assistance during this process, please don't hesitate to reach out.

Best regards,
[Your Name]
[Your Title]
[Company Name]
[Contact Information]