

Relocation Accommodation Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to confirm your relocation accommodation as part of your accepted offer with [Company Name]. We understand the importance of a smooth transition and are here to assist you with your move.

Your accommodation details are as follows:

- Address: [Accommodation Address]
- Start Date: [Move-in Date]
- Duration: [Duration of Stay]
- Contact Person: [Contact Person's Name]
- Contact Number: [Contact Person's Phone Number]

Should you have any questions or require further assistance, please do not hesitate to reach out.

We look forward to welcoming you to [City/Location]!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]