

Relocation Assistance Notification

Dear [Employee's Name],

We are pleased to inform you that your request for relocation assistance has been approved. As you prepare for your upcoming move to [New Location], we want to ensure you have all the necessary support.

Details of Your Relocation Assistance:

- Relocation Allowance: [Amount]
- Moving Company Contact: [Company Name and Contact Information]
- Reimbursement Process: [Brief Description]
- Deadline for Submission of Expenses: [Date]

Please feel free to reach out to the HR department if you have any questions or need further assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]