

Update on Relocation Assistance Process

Dear [Employee's Name],

We hope this message finds you well. We wanted to provide you with an update regarding your relocation assistance process.

As of today, we have completed the following steps:

- Verification of your new address
- Assessment of allowable moving expenses
- Initiation of the reimbursement process

Next, we will be working on:

- Coordinating with the moving company
- Finalizing the timeline for your move
- Providing you with additional resources to aid in the transition

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

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]