

# Internal Employee Relocation Authorization

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Relocation Authorization for [Employee's Position]

Dear [Employee's Name],

We are pleased to inform you that your relocation to [New Location] has been approved. This decision was made in consideration of your performance and the needs of the department.

Details of your relocation are as follows:

- Relocation Date: [Insert Date]
- New Position: [Insert Position, if applicable]
- New Office Address: [Insert New Address]
- Relocation Assistance: [Insert details of any relocation assistance provided]

Please confirm your acceptance of this relocation by [Insert Date]. Should you have any questions or require assistance during this transition, do not hesitate to contact me directly.

We are excited about your move and look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]