

[Date]

[Employee Name]

[Employee Address or Department]

Welcome to [City/Region Name]!

Dear [Employee Name] and Family,

On behalf of [Company Name], we are thrilled to officially welcome you and your family to [City]. We understand that relocating is a significant journey, and we are honored to have you join our local community.

Our goal is to ensure that your transition is as smooth and comfortable as possible. We recognize that a successful relocation involves the whole family, and we are committed to supporting you as you settle into your new home, schools, and surroundings.

To assist with your arrival, we have attached a **Relocation Welcome Packet** which includes:

- A guide to local neighborhoods and housing resources.
- Information on top-rated school districts and childcare options.
- Maps of the area including essential services (hospitals, grocery stores, etc.).
- A list of local dining, entertainment, and recreation highlights.
- Contact information for your dedicated relocation coordinator.

Your Relocation Coordinator, [Coordinator Name], will be reaching out shortly to answer any immediate questions you may have regarding your move or the local area. You can also reach them directly at [Phone Number] or [Email Address].

We are excited about the talent and perspective you bring to our team, and we look forward to seeing you at the office on [Start Date]. In the meantime, please take this time to explore your new home and enjoy this new chapter with your family.

Welcome to the team!

Best regards,

[Sender Name]

[Sender Title]

[Company Name]