

[Date]

[Retiree Name]

[Address]

[City, State, Zip Code]

Dear [Retiree Name],

Congratulations on your retirement! We are honored to support you as you transition into this next chapter of your life. As part of your retirement package, we are pleased to offer you relocation assistance to help you move to your new residence.

To ensure a smooth transition, we have assigned a relocation coordinator to assist you with the following services:

- Packing and moving of household goods.
- Transportation of personal vehicles.
- Storage solutions (if required).
- Reimbursement of authorized travel expenses.

Please contact [Coordinator Name] at [Phone Number] or [Email Address] by [Date] to begin the planning process. They will provide you with a detailed guide on your benefits and the steps needed to initiate your move.

Thank you for your years of dedicated service to [Company Name]. We wish you the very best in your retirement.

Sincerely,

[Name]

[Title]

[Company Name]