

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Relocation Timeline and Next Steps

Dear [Employee Name],

We are excited to begin your relocation process to [Destination City]. To ensure a smooth transition, we have outlined the following step-by-step timeline for your move:

Step 1: Planning and Documentation (Weeks 1-2)

- Confirm relocation start date and sign the Relocation Agreement.
- Connect with the assigned relocation coordinator.
- Review the company relocation policy and budget.

Step 2: Housing and Logistics (Weeks 3-5)

- Begin home search or lease termination in your current location.
- Schedule a house-hunting trip to [Destination City].
- Select a moving company from the approved vendor list.

Step 3: Packing and Finalizing (Weeks 6-7)

- Complete packing and schedule the pick-up of household goods.
- Arrange for utility disconnection at your current residence.
- Finalize travel arrangements (flights, temporary lodging).

Step 4: Moving and Arrival (Week 8)

- Move-out day and shipment of goods.
- Travel to [Destination City].
- Check into temporary housing or your new permanent residence.

Step 5: Settling In (Post-Move)

- Delivery and unpacking of household goods.
- Update address with HR and relevant institutions.
- Official start date at the [New Office Location]: [Date].

Please reach out to [Contact Person/Department] at [Phone Number/Email] if you have any questions regarding these steps.

Best regards,

[Your Name]

[Your Title]

[Company Name]