

[Your Name]
[Your Title/Department]
[Date]

[Employee Name]
[New Office Location/Address]

Subject: Post-Relocation Check-In

Dear [Employee Name],

I am writing to check in and see how you are settling into your new role and location following your recent relocation to [City/Office Location].

We understand that moving can be a significant transition, and we want to ensure that you have everything you need to feel comfortable and productive. Please let us know how the settling-in process is going and if there are any outstanding items regarding your relocation benefits or office setup that require attention.

Specifically, please feel free to share feedback on:

- Your new workspace and equipment.
- The relocation assistance provided.
- Any challenges you are facing in the new area.

If you have any questions or need further support, please do not hesitate to reach out to me or the HR department.

We are glad to have you on the team in [Location] and look forward to your continued contributions.

Best regards,

[Your Signature]
[Your Printed Name]