

[Your Name]  
[Your Current Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title/Company]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Relocation Timeline and Transition Plan

Dear [Recipient Name],

I am writing to provide you with a clear timeline regarding my upcoming relocation to [New City/State]. To ensure a stress-free transition, I have established the following schedule to manage my responsibilities and logistical move effectively.

**Phase 1: Preparation (Dates: [Start Date] to [End Date])**

During this period, I will be finalizing housing arrangements and initiating the packing process. My primary focus will be on completing [Current Project A] and [Current Project B] to ensure no tasks are left pending.

**Phase 2: Transition & Handover (Dates: [Start Date] to [End Date])**

I will begin delegating remaining duties to [Colleague Name] and documenting all active workflows. I will remain fully available via [Email/Phone] to provide training and answer questions to ensure continuity.

**Phase 3: Final Move (Dates: [Start Date] to [End Date])**

This week will be dedicated to the physical move. I will have limited availability on [Specific Dates], but I will check messages periodically for urgent matters.

**Phase 4: Full Re-establishment (Date: [Date])**

I expect to be fully settled and resume normal operations from my new location on this date.

I am committed to making this transition as smooth as possible for everyone involved. Please let me know if you have any questions or if there are specific tasks you would like me to prioritize before my move.

Sincerely,

[Your Signature]  
[Your Printed Name]