

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Sale of Property - [Property Address]

Dear [Employee Name],

We are pleased to inform you that as part of your corporate relocation package, the sale of your property located at [Property Address] has been successfully finalized.

The closing took place on [Closing Date]. As of this date, all ownership responsibilities, including taxes, insurance, and utility obligations, have been transferred to the new owner or the relocation management company as per your agreement.

Next Steps:

- **Utilities:** Please ensure you have requested final readings for all utilities as of [Move-out Date].
- **Equity Disbursement:** Your final equity payment of [Amount] will be processed and sent to you via [Method of Payment] by [Expected Date].
- **Documentation:** Attached to this letter are copies of the final settlement statement and closing disclosures for your records.

We aim to make this transition as seamless as possible. If you have any questions regarding the final sale or the disbursement of funds, please contact your Relocation Coordinator, [Coordinator Name], at [Phone Number] or [Email Address].

Congratulations on the sale of your home and best of luck with your new assignment in [New Location].

Sincerely,

[Your Name]
[Your Title]
[Company Name/Relocation Department]