

Subject: Important: Your Relocation Property Has Been Sold

Date: [Insert Date]

To: [Employee Name]

Property Address: [Insert Property Address]

Dear [Employee Name],

We are pleased to inform you that the sale of your property located at the address above has been finalized. As part of your corporate relocation package, the turnkey sale process is now complete.

Please find the details regarding the closing below:

- **Closing Date:** [Insert Date]
- **Final Sale Price:** [Insert Amount]
- **Title Transfer Status:** Completed

Next Steps:

1. Utility Transfers: Please ensure all utility accounts in your name are scheduled for disconnection or transfer as of the closing date.
2. Key Handover: Confirm that all keys, remotes, and access codes have been provided to the relocation coordinator.
3. Final Documents: Attached to this letter are copies of the final settlement statements for your personal records.

Your relocation counselor will contact you shortly to finalize any remaining expense reimbursements or moving arrangements related to this sale.

If you have any questions regarding the closing documents or the transition of the property, please contact [Relocation Coordinator Name] at [Phone Number] or [Email Address].

Congratulations on the successful sale of your home and your move.

Sincerely,

[Your Name/Company Name]

[Title]

[Relocation Department]