

[Date]

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

Dear [Employee Name],

We are pleased to confirm that your property located at [Property Address] has been sold as part of your corporate relocation package with [Company Name].

This transaction was completed as a "Sight Unseen" sale. The buyer has agreed to purchase the property based on the provided inspections, photographs, and disclosures without a physical walkthrough prior to the offer acceptance. All parties have waived the physical viewing contingency, and the sale is now considered firm.

Transaction Details:

- **Final Sale Price:** \$[Amount]
- **Closing Date:** [Date]
- **Buyer:** [Buyer Name or Relocation Company Name]

Please ensure that all keys, garage door openers, and property manuals are left [Location/With Agent] by the move-out date of [Date].

If you have any questions regarding the final equity statement or the moving logistics, please contact your Relocation Coordinator, [Coordinator Name], at [Phone/Email].

Congratulations on your new assignment and your upcoming move.

Sincerely,

[Your Name]
[Your Title]
[Company Name]