

[Date]

[Employee Name]

[Current Address]

[City, State, Zip Code]

Welcome to [New City/Office Location]!

Dear [Employee Name],

Congratulations on your relocation to [New City/Office Location]! We are thrilled to have you join the local team and look forward to your contributions at [Company Name].

This letter serves as a formal welcome and provides a brief overview of your relocation details:

- **New Office Address:** [Full Office Address]
- **Report Date:** [Start Date at New Location]
- **Manager/Supervisor:** [Manager Name]

Your relocation package includes the following benefits as previously discussed:

- [Benefit 1, e.g., Moving Expense Reimbursement]
- [Benefit 2, e.g., Temporary Housing Allowance]
- [Benefit 3, e.g., Travel Stipend]

To assist with your transition, please find the enclosed [Orientation Guide/New Hire Packet] which contains information regarding local amenities, office protocols, and key contact personnel. If you have any questions regarding your move or your new workspace, please contact [HR Contact Name] at [Phone Number] or [Email Address].

We wish you a smooth transition and a successful start in your new home and office.

Best regards,

[Your Name]

[Your Title]

[Company Name]