

[Date]

[Employee Name]

[Current Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to [City/State]! We are thrilled to have you join the [Company Name] team here at our [New Office Location] office following your cross-country move.

We understand that relocating across the country is a significant undertaking, and we appreciate the effort you have made to transition to this new region. We are confident that your expertise will be a valuable asset to our local operations.

To help you settle in, please find a few details regarding your first week:

- **Start Date:** [Date]
- **Reporting Time:** [Time]
- **Main Point of Contact:** [Manager Name]
- **Office Address:** [Full Office Address]

Our HR team is available to assist you with any final relocation reimbursement steps or local orientation questions you may have. We want to ensure your transition into both the company and your new community is as smooth as possible.

We look forward to seeing you in the office soon and wish you the best as you get settled into your new home.

Sincerely,

[Your Name]

[Your Title]

[Company Name]