

[Date]

[Employee Name]

[Current Address]

[City, State, Zip Code]

Dear [Employee Name],

Welcome to the team! We are thrilled that you have accepted the position of [Job Title] at [Company Name]. We understand that relocating is a major life event, and we are excited to support you as you transition to [City/Location].

Your Start Date: [Date]

Reporting To: [Manager Name]

Office Location: [Office Address]

To help with your move, here is a summary of your relocation support:

- **Relocation Package:** [Details of stipend or reimbursement].
- **Temporary Housing:** [Details if provided, or "N/A"].
- **Moving Services:** [Contact information for preferred movers].

On your first day, please arrive at [Time]. We have organized an orientation session to introduce you to the team and help you get settled in your new environment. If you have any questions regarding your move or your first day, please contact [HR Contact Name] at [Email/Phone Number].

We are looking forward to having you with us and hope you enjoy your new home in [City].

Best regards,

[Your Name]

[Your Title]

[Company Name]