

Dear [Candidate Name],

Welcome to the team! We are thrilled that you have decided to join [Company Name] as our new [Job Title]. We look forward to your official start date on [Start Date].

We understand that relocating to [City/State] is a significant journey. To assist with your transition, here is an overview of your relocation support and next steps:

- **Relocation Contact:** [Name of Consultant/Coordinator] will be your main point of contact for logistics.
- **Housing Assistance:** Information regarding [Temporary Housing/Moving Services] is attached to this email.
- **Reimbursement Process:** Please keep all receipts related to [Travel/Moving Costs] to submit via our portal.

Before your first day, please complete the following tasks:

- Review and sign the digital onboarding documents sent via [Platform Name].
- Provide your updated local address once your housing is confirmed.
- Confirm your travel itinerary with the HR department.

If you have any questions regarding your move or the onboarding process, please do not hesitate to reach out to [Contact Person] at [Email Address].

We wish you a smooth move and can't wait to see you in the office soon!

Best regards,

[Sender Name]

[Sender Title]

[Company Name]