**LETTER TO CONFIRM A TRANSFER, PROMOTION, OR RELOCATION**

[Senders Name]
[Address line]
[State, ZIP Code]

[Letter Date]

[Recipients Name]
[Address line]
[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

Congratulations! I am happy to inform you that we have chosen you to be our Marketing Supervisor for our branch in Portland. This contract will take effect on the 1st of April.

Our Accounting Department has also approved the release of a relocation package, which should help you with the expenses for this transition. Please approach Ms. Lily Sanders for the complete details.

We wish you all the best as you embark on this new professional path and are rooting for your success.

Sincerely,

[Senders Name]
[Senders Title] -Optional-

[Enclosures: number] - Optional -
cc: [Name of copy recipient] - Optional -