

Casual Corporate Relocation Message

Subject: Your Temporary Housing is Ready!

Hi [Employee Name],

Welcome to [City]! Your temporary housing is all set up and ready for your arrival.

Relocation Package: [Package Type]

Property: [Address]

Lease Period: [Duration]

Move-in Date: [Date]

Monthly Allowance: [Amount]

The apartment is fully furnished with everything you need including:

- Kitchen supplies and appliances
- Linens and towels
- Wi-Fi and cable TV
- Parking space #[Number]

Keys and garage remote are with the building manager, [Name], in unit [Number]. Their phone is [Number] - just call when you arrive.

I've also sent a local area guide to help you get settled. The company's preferred grocery stores, restaurants, and services are all marked.

Need anything else? Just give me a shout!

Welcome aboard,

[Relocation Specialist]

[Company Name]

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