# Relocation Proposal Letter

**Date:** [Offer Date]

**To:**  
[Employee Name]  
[Job Title]  
[Current Office]  
  
**Subject: Relocation Proposal**

Dear [Employee Name],

We are pleased to formally initiate your relocation process with this **Relocation Proposal**, following recent discussions and alignment with your manager and HR. This is part of our shared commitment to your continued growth and contribution to **Contoso**.

Following the strategic alignment of your request, we propose your relocation from **[Current Location]** to our **[New Location]** office, effective **[Proposed Relocation Date]**.

Position & ReportingYou will remain in your current position of **[Job Title]**, with your core responsibilities unchanged unless otherwise discussed and agreed upon prior to the move. Based on cost-of-living considerations and other relevant considerations, your indicative salary adjustment is **[Salary Variance]**. Your final compensation plan including salary details will be included in your final offer.

Next StepsPlease review this proposal letter as a preliminary step of your relocation and let us know of any questions or special considerations you may have. If you choose to accept this relocation, kindly confirm your intent to proceed via Teams, email, or by contacting your HR representative directly.

Upon confirmation, a relocation coordinator will contact you with a personalized plan and timeline to support your potential move. We’re excited to support you through this transition and confident that this opportunity will be rewarding for both you and Contoso. Thank you for your continued contributions.

Sincerely,  
Contoso HR