

# Employee Relocation Agreement

**Date:** [Insert Date]

**Employee Name:** [Employee Name]

**Employee Position:** [Position]

**Company Name:** [Company Name]

**Company Address:** [Company Address]

## 1. Introduction

This Employee Relocation Agreement ("Agreement") is made between [Company Name] and [Employee Name] for the purpose of detailing the terms and conditions of the employee's relocation.

## 2. Relocation Details

The employee will be relocated from [Current Location] to [New Location] effective [Relocation Date].

## 3. Relocation Benefits

The company agrees to provide the following relocation benefits:

- Moving expenses reimbursement up to \$[Amount]
- Temporary housing assistance for up to [Number] months
- Travel expenses for the employee and family

## 4. Employee Responsibilities

The employee agrees to the following responsibilities:

- Notify the company of any changes to relocation plans.
- Submit required documentation for reimbursement within [Number] days.

## 5. Acceptance

By signing below, both parties agree to the terms outlined in this Agreement.

\_\_\_\_\_ **[Employee Name]**

\_\_\_\_\_ **[Company Representative Name]**

**Date:** \_\_\_\_\_