

# Relocation Package Details

Dear [Employee's Name],

We are pleased to offer you a relocation package as you transition to your new position in [New Location]. Below are the details of your relocation package:

## Relocation Package Includes:

- **Moving Expenses:** Covering all costs associated with moving your household items.
- **Travel Expenses:** Reimbursement for travel to your new location including flights and meals.
- **Temporary Housing:** Up to [number] days of accommodation while you search for a permanent residence.
- **Home Sale Assistance:** Support for selling your current home including agent fees.
- **Home Purchase Assistance:** Assistance with closing costs for your new home.
- **Additional Support:** Access to relocation specialists to help with logistics.

Please review these details carefully. If you have any questions or concerns, feel free to contact [HR Contact/Manager Name] at [Email Address] or [Phone Number].

We are excited about your move and look forward to welcoming you to [New Location].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]