

Employee Relocation Reimbursement Policy

Dear [Employee's Name],

We are pleased to inform you about our Employee Relocation Reimbursement Policy, designed to assist you during your relocation process. This letter outlines the key aspects of the policy.

Eligibility

All full-time employees who are relocating for work-related purposes are eligible for reimbursement under this policy.

Reimbursable Expenses

The following expenses may be eligible for reimbursement:

- Moving company fees
- Transportation costs
- Temporary housing assistance
- Storage fees
- Real estate fees (home sale and purchase)

Reimbursement Process

To be reimbursed, please adhere to the following process:

1. Submit a written request to your manager for relocation approval.
2. Gather and retain all relevant receipts and documentation.
3. Complete the expense reimbursement form.
4. Submit the form along with receipts to the finance department.

Limitations

All reimbursements must be submitted within [insert timeline, e.g., 30 days] of incurring the expense. Additionally, the total reimbursement amount will not exceed [insert amount] unless previously authorized.

If you have any questions regarding the Employee Relocation Reimbursement Policy, please feel free to reach out to [Contact Person/Department].

Best regards,

[Your Company Name]

[Your Name]

[Your Job Title]