

Relocation Aid Confirmation

Date: [Insert Date]

To: [Insert Employee's Name]

Address: [Insert Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your request for relocation aid has been approved. As part of our commitment to support your transition, we will provide you with the following assistance:

- Relocation allowance of [Insert Amount]
- Assistance with moving costs
- Temporary housing support for [Insert Duration]

Please review the terms outlined in the attached document. If you have any questions or need further assistance, feel free to reach out.

We wish you all the best with your move and look forward to seeing you settle in comfortably.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]