

# Relocation Assistance Agreement

**Date:** [Insert Date]

**To:** [Employee's Name]

**Address:** [Employee's Address]

Dear [Employee's Name],

We are pleased to offer you relocation assistance in connection with your move to [New Location] as part of your new role with [Company Name]. This agreement outlines the terms and conditions of the relocation assistance provided.

## 1. Relocation Assistance Benefits

The following assistance will be provided:

- Reimbursement of moving expenses up to [Amount]
- Temporary housing for [Duration] at a cost not exceeding [Amount]
- Travel expenses for your journey to [New Location]

## 2. Obligations

As a condition of receiving this assistance, you agree to the following:

- Remain employed with [Company Name] for a minimum of [Duration]
- Provide receipts for all reimbursable expenses

## 3. Repayment Clause

If you fail to fulfill your obligations, you agree to repay the company the amount of assistance received, prorated based on the duration of employment.

By signing this agreement, you acknowledge your understanding and acceptance of the terms outlined above.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

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Signature of Employee

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Signature of Employer