

Relocation Assistance Eligibility Criteria

Dear [Recipient's Name],

We are pleased to provide you with information regarding the criteria for eligibility for relocation assistance as part of your upcoming move. Please review the following requirements carefully:

- **Employment Requirement:** Applicants must be current employees of [Company Name] and must be relocating due to a job transfer.
- **Distance:** The new location must be at least [Number] miles away from the current residence.
- **Notification:** All applicants must submit their relocation request at least [Number] days in advance of the move.
- **Documentation:** Proof of new residency, such as a lease agreement or home purchase documents, must be provided.
- **Eligibility Duration:** Candidates must have been employed with [Company Name] for a minimum of [Number] months prior to the relocation.

If you believe you meet these criteria and would like to apply for relocation assistance, please contact the HR department at [HR Contact Information]. We look forward to assisting you with your move.

Sincerely,

[Your Name]
[Your Position]
[Company Name]