

Relocation Incentive Offer Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that we are offering you a relocation incentive as part of your transition to our [New Location] office. We believe your skills and experience will significantly contribute to our team's success.

Details of the relocation incentive are as follows:

- **Amount:** \$[Insert Amount]
- **Conditions:** [Insert any conditions, if applicable]
- **Payment Schedule:** [Insert payment schedule]

Please review the details of this offer and confirm your acceptance by signing below by [Insert Deadline Date]. If you have any questions, feel free to reach out to [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

We look forward to your positive response and to having you on our team in [New Location].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Accepted by: _____

Date: _____