

Relocation Package Details

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Address]

Dear [Employee Name],

We are excited to inform you that your relocation package has been approved. Below are the details of your relocation assistance:

Relocation Package Breakdown

- **Moving Expenses:** Coverage for moving company costs, packing supplies, and transportation.
- **Temporary Housing:** Up to [Number] nights in a hotel or temporary rental.
- **Travel Expenses:** Reimbursement for travel expenses incurred during the move.
- **Home Sale Assistance:** Assistance with the sale of your current home, including agent fees.
- **Home Purchase Assistance:** Coverage of closing costs for your new home.

Important Notes

- Please keep all receipts and documentation for reimbursement.
- All relocation expenses need to be submitted within [Number] months of your move.

If you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,
[Your Name]
[Your Position]
[Company Name]