

Relocation Support Policy Overview

Dear [Employee Name],

As part of our commitment to supporting our employees during transitions, we are pleased to provide you with an overview of our Relocation Support Policy.

Policy Overview

This policy is designed to assist employees who are relocating for work-related reasons. The relocation support offered includes:

- Financial assistance for moving expenses
- Temporary housing accommodations
- Assistance with home sale and purchase
- Support for finding new schools and childcare options
- Orientation services in the new location

Eligibility

Employees who are relocating more than [X miles/km] for a permanent position are eligible for support under this policy.

Application Process

To apply for relocation assistance, please submit your relocation request to [HR Contact/Department] at least [X weeks] before your intended move.

Contact Information

If you have any questions regarding this policy, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Email].

Thank you for your dedication and hard work. We are here to assist you during your relocation process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]