

Employment Relocation Agreement

Date: [Insert Date]

Employee Name: [Employee Name]

Employee Address: [Employee Address]

Company Name: [Company Name]

Company Address: [Company Address]

Dear [Employee Name],

We are pleased to inform you that we are approving your request for relocation due to your transfer to the [New Location] office. This letter serves as an official agreement outlining the terms of your relocation.

Relocation Terms:

1. **Relocation Assistance:** The company will provide financial assistance of [amount] to cover moving expenses.
2. **New Position:** You will be moving to the position of [New Position Title] at the [New Location] office, effective [Effective Date].
3. **Duration of Assistance:** The relocation assistance is available for expenses incurred within [time frame].
4. **Conditions:** You agree to remain with the company for a minimum of [duration] following your relocation.

Please confirm your acceptance of these terms by signing below and returning a copy to HR by [Return Date].

Acceptance of Terms:

_____ **Employee Signature**

_____ **Date**

Thank you for your commitment to [Company Name]. We look forward to your continued success in your new role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]