

# Employee Relocation Funding Support

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Relocation Funding Support

Dear [Employee's Name],

We are pleased to inform you that your request for relocation funding has been approved. As you prepare for your transition to [New Location], we want to support you in this process to ensure a smooth relocation.

The company will provide a total of [amount] to assist you with the moving expenses. This funding can be used for the following:

- Moving services
- Temporary housing
- Travel expenses

Please keep all relevant receipts and submit them to the HR department for reimbursement. If you have any questions or need further assistance, feel free to reach out to me directly.

We wish you the best in your new role and location.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]