

Letter of Clarification on Relocation Benefits

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to clarify the details regarding your relocation benefits as discussed in our previous meeting. We understand that moving for work can be a significant change and want to ensure you have all the necessary information.

Relocation Benefits Overview

- **Moving Expenses:** The company will reimburse moving expenses up to [Amount]. This includes costs such as packing, transportation, and storage.
- **Travel Costs:** You will be reimbursed for travel expenses incurred during the relocation, including airfare and gas for personal vehicles.
- **Temporary Housing:** The company provides temporary housing for up to [Number] days to help ease your transition.
- **Home Sale Assistance:** If applicable, we offer assistance in the sale of your current home, including [details].

If you have any questions or need further clarification on these benefits, please do not hesitate to reach out. We are here to support you during this transition.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]