

# Relocation Offer Letter

Date: [Insert Date]

[Intern Name]

[Intern Address]

[City, State, Zip Code]

Dear [Intern Name],

We are pleased to extend an offer for your relocation to [New Location] as part of your internship program with [Company Name]. This decision is aimed at providing you with an enhanced learning experience and greater opportunities within our organization.

Details of your relocation offer are as follows:

- **Relocation Assistance:** You will receive [specify details of the assistance, e.g., financial support, housing assistance, etc.].
- **Relocation Date:** Your relocation is expected to take place by [insert date].
- **Duration of Internship:** Your internship will last for [insert duration] from the date of relocation.

Please review this offer and confirm your acceptance by [insert acceptance date]. If you have any questions or require further information, feel free to contact [Contact Person's Name] at [Contact Person's Email or Phone Number].

We look forward to your contributions to [Company Name] and are excited to have you join our [Team/Department] in [New Location].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]