

# Employee Relocation Offer

Dear [Employee's Name],

We are pleased to offer you the position of [Manager Position] at [Company Name], located in [New Location]. We believe that your skills and experience will be a tremendous asset to our team.

As part of this offer, we will provide the following relocation assistance:

- Relocation bonus of [amount]
- Moving expenses covered up to [amount]
- Temporary housing support for [duration]
- Assistance in finding permanent housing

Please review the attached details regarding your new role and the full relocation package. We hope to have you join us by [start date].

If you have any questions or need further assistance, feel free to reach out to me directly.

Looking forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]