

Relocation Offer Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Address]

Dear [Employee Name],

We are pleased to offer you a relocation opportunity to support our [Project Name] in [Location]. Your skills and experience are an invaluable asset to our team, and we believe that your presence at the project site will significantly contribute to our success.

Assignment Details:

- Start Date: [Insert Start Date]
- Duration of Assignment: [Insert Duration]
- Position: [Insert Position]

As part of this relocation, we are offering the following benefits:

- Relocation allowance: [Insert Amount]
- Housing assistance: [Insert Details]
- Travel expenses: [Insert Details]

Please indicate your acceptance of this offer by signing and returning this letter by [Insert Response Date]. If you have any questions or require further clarification, feel free to reach out.

We are excited about the prospect of having you join the team in [Location].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]