

Employee Relocation Offer

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been selected for a promotional move to [New Location] as [New Job Title]. This opportunity will enhance your career with [Company Name] and allow you to contribute to our growing team in a new capacity.

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

- Relocation Assistance: [Details of assistance]
- Moving Expenses: [Coverage details]
- Temporary Housing: [Details, if applicable]
- New Position Start Date: [Date]

Please acknowledge your acceptance of this offer by signing and returning the enclosed acceptance form by [Deadline]. Should you have any questions about the relocation process or package, please do not hesitate to reach out.

We are excited for your future with [Company Name] and look forward to your successful transition to [New Location].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]