

Employee Relocation Offer

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to offer you a relocation opportunity to join our sales team at [New Location/Office Name]. This move reflects our confidence in your abilities and is a testament to your hard work and dedication.

Your new position as [Job Title] will commence on [Start Date]. As discussed, your relocation package includes:

- Reimbursement of moving expenses up to \$[Amount]
- Temporary housing assistance for up to [Number] months
- A signing bonus of \$[Amount]
- Assistance with [List any other relevant benefits]

Please review the enclosed details and respond by [Response Deadline] to confirm your acceptance of this offer. We are excited about your potential contributions to our team in [New Location].

If you have any questions or need further assistance, feel free to contact me at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]