

# Salary Negotiation Outcome

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Outcome of Salary Negotiation for Relocation Expenses

Dear [Employee Name],

Thank you for your recent discussion regarding your relocation expenses as part of your salary negotiation. We appreciate your contributions to [Company Name] and understand the importance of supporting our employees during their transition.

After careful consideration, we are pleased to inform you that we have approved a relocation expense package totaling [Insert Amount]. This package includes:

- Moving costs up to [Insert Amount]
- Temporary housing assistance for [Insert Duration]
- Travel expenses for initial relocation

Please note that these expenses will be reimbursed upon submission of the necessary receipts and documentation, as per our relocation policy.

We hope this support helps make your transition smoother. If you have any further questions or require additional assistance, please do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]