

# Relocation Assistance Confirmation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm your relocation assistance for your upcoming transfer to [New Location]. This letter outlines the details of the support we are providing to facilitate your move.

## Relocation Assistance Details:

- **Moving Expenses:** We will cover the cost of transportation for your household goods up to [amount].
- **Travel Costs:** Reimbursement for travel expenses to the new location, including airfare or mileage, will be provided.
- **Temporary Housing:** [Number] nights of temporary housing will be arranged upon your arrival.
- **Miscellaneous Expenses:** A one-time allowance of [amount] will be given to assist with unexpected relocation costs.

Please retain all receipts and documentation related to your relocation expenses for reimbursement claims.

If you have any questions regarding the relocation process or assistance provided, do not hesitate to contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We wish you a smooth transition and look forward to welcoming you at your new location!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]