

Relocation Assistance Eligibility Criteria

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to outline the eligibility criteria for relocation assistance that may be applicable to employees during a transition period. The following criteria must be met:

- Must be a full-time employee with at least [X] months of tenure.
- Relocation must be to a position within the company at least [X] miles away from the current residence.
- Employees must submit relocation requests within [X] days of receiving the transfer offer.
- Moving expenses must be reasonable and documented with valid receipts.
- Assistance is only available for primary residences, not for investment or secondary properties.

Please ensure that all requests comply with these criteria to facilitate a smooth approval process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]