

Relocation Assistance Guidelines for New Hires

Dear [Employee's Name],

Congratulations on your new position at [Company Name]! We are excited to have you join our team. As part of your onboarding process, we would like to provide you with our relocation assistance guidelines to help make your transition as smooth as possible.

Relocation Package Overview

Your relocation package includes the following benefits:

- **Transportation Costs:** Reimbursement for travel expenses to your new location.
- **Moving Services:** Coverage for professional moving services to transport your belongings.
- **Temporary Housing:** Financial assistance for temporary lodging while you find permanent housing.
- **Home Finding Assistance:** Access to real estate agents to aid in your home search.

Eligibility and Process

To qualify for relocation assistance, please complete the following:

1. Complete your onboarding forms by [specific date].
2. Submit relocation expense estimates for approval.
3. Keep all receipts for expenses incurred during your move.

Contact Information

If you have any questions regarding the relocation process, please contact:

[HR Contact Name]

[HR Contact Phone Number]

[HR Contact Email]

We look forward to seeing you soon and hope these guidelines assist you in your relocation. Welcome to [Company Name]!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]