

# Relocation Assistance Letter

Date: [Insert Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your relocation to [New Location] as part of your position with [Company Name] has been approved. We understand the challenges that come with international moves, and we want to provide you with the necessary support during this transition.

As part of your relocation assistance package, we are offering the following:

- Reimbursement of moving expenses, including shipping and handling of personal belongings.
- Temporary housing assistance for up to [X weeks/months].
- Transportation costs for you and your immediate family to [New Location].
- Assistance with visa and immigration processes.
- Access to relocation services, including home search and orientation.

Please retain all receipts and documentation related to your expenses, as we will require these for reimbursement. Reach out to [Contact Name or Department] at [Contact Information] if you have any questions or need additional support during your relocation process.

We are excited to have you join us at [New Location] and look forward to your contributions to [Company Name].

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]