

Relocation Assistance Reimbursement Policy

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you about our Relocation Assistance Reimbursement Policy, which is designed to support employees who need to relocate for their position within the company.

Eligibility

To be eligible for reimbursement, you must meet the following criteria:

- Be a full-time employee.
- Relocate for a company-approved position.
- Provide all required documentation for relocation expenses.

Covered Expenses

The following expenses may be reimbursed:

- Moving costs (e.g., moving truck, labor, packing supplies)
- Travel expenses for house hunting.
- Temporary housing costs while you await permanent accommodation.

Reimbursement Process

To receive reimbursement, please follow these steps:

1. Submit a completed reimbursement form.
2. Attach all relevant receipts and documentation.
3. Email the completed form and attachments to [HR Email Address].

Timeline for Reimbursement

Reimbursement requests will be processed within [insert number] weeks from the submission date.

If you have any questions regarding this policy, please do not hesitate to contact [HR Contact Name] at [HR Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]