

# Relocation Assistance Request

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

HR Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear HR Team,

I am writing to formally request relocation assistance as I prepare to move to [New Location] for my role as [Job Title] at [Company Name]. This move will allow me to be closer to the office and support my productivity and integration into the team.

As we discussed, the anticipated moving date is [Insert Date], and I estimate that the moving expenses will total approximately [Insert Estimated Amount]. I believe that relocation assistance would greatly alleviate some of the financial burden associated with this transition.

I appreciate your consideration of my request and would be happy to discuss it further at your convenience. Thank you for your support as I make this important move.

Sincerely,

[Employee Name]

[Position]