

Relocation Assistance Confirmation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a temporary assignment in [Location] starting from [Start Date]. In recognition of this, we are offering you relocation assistance to help ease your transition.

Your relocation assistance package includes the following:

- Reimbursement for moving expenses up to [Amount]
- Temporary housing for up to [Duration]
- Transportation assistance to and from [Location]

Please keep all receipts and submit them to [Contact Person/Department] for reimbursement. If you have any questions regarding your relocation assistance, feel free to reach out.

We wish you a successful temporary assignment and look forward to your contributions while in [Location].

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]