

Corporate Relocation Package Details

Dear [Employee's Name],

We are pleased to inform you about the details of your relocation package as you prepare for your upcoming move to [New Location]. Below are the key components of your relocation package:

Relocation Allowance

You will receive a relocation allowance of [Amount] to cover the expenses incurred during your move.

Moving Service

A professional moving company will be arranged to assist you with packing, transporting, and unpacking your belongings. The company will contact you within the next few days to discuss logistics.

Temporary Housing

Should you need temporary housing, we will provide accommodations for up to [Number] days at a hotel or corporate apartment.

Travel Expenses

Travel expenses for you and your immediate family will be reimbursed, subject to prior approval. Please keep all receipts for reimbursement.

Home Sale Assistance

If applicable, we offer assistance with the sale of your current home, including a real estate agent referral and coverage of closing costs up to [Amount].

Miscellaneous Expenses

An additional allowance for miscellaneous expenses related to your move will be provided, not to exceed [Amount].

Please feel free to reach out to [Contact Person] at [Contact Email/Phone Number] if you have any questions or require further assistance.

Thank you for your dedication and commitment to [Company Name]. We look forward to supporting you in this transition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]