

# Relocation Support Offer

Date: [Insert Date]

Dear [Employee's Name],

We are excited to inform you that we are offering relocation support as part of your transition to [New Location]. We understand that moving can be a challenging experience, and we aim to make this process as smooth as possible for you and your family.

## Support Details

- Financial assistance for moving expenses up to [Specify Amount]
- Temporary housing allowance for [Specify Duration]
- Guidance on selecting schools and childcare in the new area
- Assistance with finding reputable moving companies
- Local orientation services to help you settle in

If you have any questions or need further information, please do not hesitate to reach out to our HR team at [HR Contact Information]. We are here to support you through this transition.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]