

Relocation Assistance Agreement

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to offer you relocation assistance as part of your transition to [New Location] for your position as [Job Title]. This agreement outlines the terms and conditions of the relocation assistance you will receive.

1. Relocation Expense Coverage

The company agrees to cover the following expenses, up to a maximum of \$[Amount]:

- Moving services
- Temporary housing costs
- Travel expenses
- Miscellaneous relocation expenses

2. Reimbursement Process

To receive reimbursement for eligible expenses, you must provide:

- Receipts for all expenses
- A completed reimbursement form
- Proof of relocation to [New Location]

3. Timeline

You must relocate to your new location within [Insert Timeframe] of your start date.

4. Agreement Acceptance

Please sign below to indicate your acceptance of this relocation assistance agreement:

[Employee's Name]

Date: _____

Thank you, and we look forward to your successful relocation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]