

# Workplace Proximity Housing Benefits Explanation

Date: [Insert Date]

Dear [Employee Name],

We are pleased to inform you about the Workplace Proximity Housing Benefits available to you as an employee of [Company Name]. This program has been designed to assist our employees in securing housing that is conveniently located near our workplace.

## Key Benefits:

- Financial Assistance: Employees may be eligible for financial support towards housing costs.
- Housing Resources: Access to a list of nearby housing options that meet our standards.
- Commute Reduction: Potential decrease in commuting time and expenses.

To be eligible for these benefits, employees must meet certain criteria, including:

- Employment with [Company Name] for a minimum of [X months/years].
- Living within a specified distance from the workplace.

If you would like to learn more about this program or see if you qualify, please contact our HR department at [HR Contact Information]. We are here to assist you with any questions or concerns.

Thank you for being a valued member of our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]