

Dear [Employee's Name],

We are pleased to confirm your eligibility for housing assistance as part of our employee benefits program. This assistance is designed to support you in securing suitable housing as you continue your employment with [Company Name].

Details of your housing assistance are as follows:

- **Assistance Amount:** \$[Amount]
- **Effective Date:** [Start Date]
- **Duration:** [Duration Period]

Please ensure you retain this letter for your records. If you have any questions or require further information, feel free to contact the HR department at [Contact Information].

Congratulations and thank you for being a valuable member of our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]