

Job Transfer Relocation Agreement

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your request for a job transfer to [New Location/Department] has been approved. This letter serves as a formal agreement to outline the terms of your relocation.

1. Effective Date

Your transfer will become effective on [Transfer Effective Date].

2. Relocation Assistance

[Company's Name] will provide the following relocation assistance:

- [Details of relocation package]
- [Reimbursement for moving expenses]
- [Temporary housing options]

3. Responsibilities

You agree to fulfill the following responsibilities:

- [Confirm acceptance of the transfer]
- [Complete necessary paperwork]

4. Conditions

Your employment will remain subject to the company's policies and procedures applicable at the new location.

We are excited about your upcoming transfer and look forward to your continued contributions in your new role. Please sign below to indicate your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Title]

[Company's Name]

[Employee's Signature]

[Date]