

Request for Employee Relocation Benefits

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request consideration for relocation benefits as I prepare to transition to [New Location] for my new role as [Job Title] within [Department/Team].

As discussed in our recent meeting on [Insert Date], my start date is scheduled for [Insert Start Date], and the relocation is necessary to facilitate my move closer to the [Company/Office Location]. This move will not only enhance my ability to perform my duties more effectively but also contribute to the overall success of our team.

I would greatly appreciate receiving information regarding the available relocation assistance options, such as moving expenses coverage, temporary housing allowances, and any other related benefits that may be provided by the company.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]