

Employee Relocation Housing Cost Support

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

As part of your upcoming relocation to [New Location], we are pleased to inform you that we will provide financial support for your housing costs during this transition.

Details of the Housing Cost Support:

- Total Amount Covered: \$[Amount]
- Eligible Expenses: Rent, Utilities, Moving Expenses
- Duration: [Start Date] to [End Date]

Please keep all relevant receipts and documentation, as they will be required for reimbursement.

If you have any questions or need further assistance, feel free to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We wish you all the best with your relocation and are excited to support you during this transition.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]