

Employee Relocation Housing Expense Assistance

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that as part of your relocation to [New Location] for your position as [Job Title], you are eligible for housing expense assistance. This assistance is designed to help ease the transition and cover certain housing-related costs during your move.

Details of the housing expense assistance are as follows:

- Eligible Expenses: [List of Eligible Expenses]
- Maximum Allowance: \$[Amount]
- Submission Deadline: [Deadline Date]

Please retain all receipts and documentation related to your housing expenses and submit them to the HR department for reimbursement by the above-mentioned deadline.

If you have any questions regarding this assistance or the reimbursement process, please do not hesitate to reach out.

We wish you all the best in your new role and location!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]