

Employee Transfer Home Search Assistance

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you of your transfer to [New Location] effective [Transfer Date]. To assist you in your relocation, we are offering you a home search assistance program to make your transition smoother.

The assistance provided includes:

1. A dedicated relocation consultant to assist you with your home search.
2. Reimbursement for travel expenses incurred during your home-hunting trips.
3. Information on housing options in your new area, including rental listings and real estate agents.

Please contact [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number] to schedule your initial consultation. We recommend starting this process as soon as possible to ensure you find a suitable home.

We wish you all the best in your new role and hope you enjoy your new home.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]