

Relocation Agreement Benefits Summary

Date: [Insert Date]

To: [Employee Name]

From: [Your Company Name]

Subject: Summary of Relocation Benefits

Dear [Employee Name],

We are pleased to confirm your relocation to [New Location] as part of your new position at [Company Name]. Below is a summary of the benefits associated with your relocation:

1. Moving Expenses

- Reimbursement for moving company expenses.
- Packing and unpacking services provided.

2. Temporary Housing

- Up to [number] days of temporary housing arrangements.
- Coverage for hotel stays or rental apartments during transition.

3. Travel Expenses

- Reimbursement for travel costs incurred for house-hunting trips.
- Travel expenses for family members during the relocation process.

4. Additional Support

- Assistance with finding schools and daycare facilities.
- Orientation service in the new location.

We hope these benefits will assist in making your transition as smooth as possible. If you have any questions regarding this summary or need additional information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]
[Contact Information]