

Relocation Agreement Responsibilities Outline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Relocation Agreement Responsibilities

1. Overview

This document outlines the responsibilities associated with the relocation process.

2. Employee Responsibilities

- Complete required paperwork for relocation.
- Coordinate with the relocation service provider.
- Pack personal belongings in a timely manner.
- Notify the employer of any changes in circumstances.

3. Employer Responsibilities

- Provide financial assistance for relocation expenses.
- Coordinate logistics with the relocation service provider.
- Ensure clear communication regarding relocation processes.
- Assist with finding housing and schooling options.

4. Timeline

The relocation process is expected to take place from [Start Date] to [End Date].

5. Contact Information

For any questions regarding the relocation, please contact:

[Your Name] | [Your Position] | [Your Contact Information]

6. Acknowledgment

Please sign below to acknowledge your understanding of the responsibilities outlined in this agreement:

Signature: _____

Date: _____