

Relocation Agreement Terms Overview

Date: [Insert Date]

To: [Employee's Name]

From: [Employer's Name]

Introduction

This letter serves as an overview of the terms associated with your relocation as part of your employment with [Company Name].

Relocation Support

- Reimbursement for moving expenses up to [amount].
- Assistance with finding temporary housing for [duration].
- Storage costs covered for a period of [duration].

Conditions

The following conditions apply to your relocation:

- You must remain employed with [Company Name] for at least [duration] following the relocation.
- Failure to comply may result in the repayment of relocation expenses.

Additional Information

Please review the attached documents for detailed information regarding the relocation process and support available to you.

Contact Information

If you have any questions, please feel free to contact [HR Representative Name] at [HR Representative Email] or [HR Representative Phone Number].

Thank you, and we look forward to supporting your relocation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]