

# Relocation Assistance for Employees

Dear [Employee's Name],

We are pleased to inform you that due to your new position as [Job Title] in our [Department Name], we are offering you relocation assistance to support your move to [New Location].

Your relocation package includes the following:

- Reimbursement for moving expenses up to [Amount]
- Temporary housing assistance for up to [Duration]
- Travel expenses for your move
- A pre-move consultation with a relocation specialist

Please review the attached details regarding the relocation process and the steps to claim your assistance. Should you have any questions or require further information, feel free to reach out to [Contact Person] at [Contact Information].

We look forward to your transition and are excited to have you continue to contribute to our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]