

Relocation Assistance for Internal Job Transfer

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Relocation Assistance for Your New Position

Dear [Employee's Name],

Congratulations on your recent promotion to [New Position Title]! We are excited to have you join the [New Department/Location] team. As part of your transition to this new role, we would like to extend relocation assistance to facilitate your move to [New Location].

Please find below the details of the relocation assistance we are offering:

- Relocation Allowance: [Amount] to cover your moving expenses.
- Temporary Housing Assistance: Up to [Number] days at [Accommodation Details].
- Moving Services: Coordination with a moving company to assist with packing and transportation.

We encourage you to reach out to [HR Contact Information] for any additional questions regarding the relocation process or assistance options available to you.

We wish you all the best as you transition into your new position.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]