

# Relocation Assistance Offer

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Address: [Insert Employee Address]

Dear [Employee Name],

We are excited to welcome you to [Company Name] as a [Job Title] starting on [Start Date]. As part of our commitment to making your transition smooth, we would like to offer you relocation assistance.

We understand that moving can be challenging, and to support you in this process, we are pleased to provide you with the following:

- Relocation reimbursement up to [Amount]
- Temporary housing assistance for up to [Duration]
- Moving service coordination through [Moving Company]

Please keep all receipts related to your relocation for reimbursement purposes. You can submit them to our HR department once you have relocated.

Should you have any questions or require further assistance during your move, please feel free to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We look forward to having you as part of our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email]