

Relocation Assistance Overview

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your relocation expense reimbursement is approved. This letter outlines the benefits available to you as part of your relocation assistance package.

Relocation Benefits Overview

- **Moving Expenses:** Coverage for professional moving service costs.
- **Travel Reimbursement:** Reimbursement for travel expenses incurred during your move.
- **Temporary Housing:** Up to [number] nights of temporary housing assistance.
- **Real Estate Assistance:** Support with buying or selling your home.
- **Spousal Job Assistance:** Resources to assist your spouse in finding employment.

Please keep all receipts for any covered expenses and submit them to our HR department within [number] days of your move.

We are excited to have you join us in [New Location]. If you have any questions about the relocation process or the benefits provided, please do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]