

Relocation Assistance for Remote Workers

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that as part of our initiative to transition remote workers back to the office, [Company Name] is offering relocation assistance to make this process as smooth as possible for you.

In recognition of your commitment and contributions to our team, we will provide the following assistance:

- Financial support for moving expenses up to [amount].
- Temporary housing assistance for up to [number] months if needed.
- Help with finding local moving services and resources.

We understand that relocating can be a significant decision, and we are here to support you every step of the way. Please feel free to reach out to [Contact Person] at [Contact Email/Phone Number] to discuss your specific needs and any questions you may have.

We look forward to welcoming you back to the office and are excited about the opportunity to collaborate in person once again.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]