

Relocation Assistance Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Approval of Relocation Assistance for Temporary Relocation

Dear [Employee's Name],

We are pleased to inform you that your request for temporary relocation assistance has been approved. In accordance with company policy, we are offering the following support to facilitate your relocation to [New Location] for the duration of your assignment.

Details of Assistance:

- Relocation Allowance: [Amount]
- Temporary Housing: [Details of the accommodation provided]
- Moving Expenses: [Coverage of moving costs]
- Duration of Assistance: [Time Frame]

Please ensure that you retain all receipts related to the relocation expenses for reimbursement purposes.

If you have any questions or require additional information, please feel free to reach out to the HR department at [HR Contact Information].

We wish you all the best during your relocation, and we look forward to your continued contributions at [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]