

Job Offer: Office Relocation with Transitional Support

Dear [Candidate's Name],

We are pleased to extend an offer for you to join [Company Name] as a [Job Title]. This position will be based in our new office located at [New Office Address], effective [Start Date].

As part of our commitment to supporting our employees during this transition, we are offering the following transitional support for you and your family:

- Relocation assistance, including coverage of moving expenses.
- Temporary housing support for the first [number] months after the move.
- Access to local services, schools, and community resources to help you settle in.
- Family orientation sessions to familiarize you and your family with the new area.

We believe that this new location will provide an exciting opportunity for both your personal and professional growth. We are committed to making this transition as smooth as possible for you and your family.

Please feel free to reach out if you have any questions regarding the offer or the relocation support provided. We look forward to having you on our team!

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]