

# Job Offer - Office Relocation

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We are excited for you to join our team and contribute to our ongoing success.

## Relocation Details

As part of your employment, we are providing a relocation assistance package to help you transition to our new office located at [New Office Address]. This package includes:

- Reimbursement for moving expenses up to \$[Amount]
- Temporary housing assistance for up to [Number] months
- Travel expenses for a house-hunting trip
- Professional assistance from a relocation service

We are excited about the possibility of you joining our team and believe that our relocation assistance will make your transition as smooth as possible.

Please respond by [Date] to confirm your acceptance of this offer. If you have any questions, feel free to reach out to us at [Contact Information].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]