

Relocation Accommodation Proposal

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are pleased to extend our offer of employment at [Company Name] and look forward to your joining us as a [Job Title]. As part of our onboarding process, we understand that relocating can be a significant transition, and we would like to assist you with accommodation arrangements in [New Location].

Below is our proposal for your relocation accommodation:

Accommodation Options

- Option 1: [Description of Option 1, e.g., furnished apartment, duration, cost]
- Option 2: [Description of Option 2, e.g., temporary housing, amenities included]
- Option 3: [Description of Option 3, e.g., company-sponsored housing, location advantages]

Financial Assistance

We are willing to provide assistance with your relocation costs as follows:

- [Detail of financial assistance, e.g., lump-sum payment, reimbursement details]

Next Steps

Please review the above options and let us know your preferences by [Insert Date]. We will then make the necessary arrangements to ensure a smooth transition to your new role.

If you have any questions or require further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]