

Relocation Accommodation Terms

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are pleased to confirm your relocation to [New Location] as part of your executive position with [Company Name]. Below are the terms and conditions regarding your accommodation during this transition:

Accommodation Details:

- Duration of Accommodation: [Insert Duration]
- Accommodation Type: [Insert Type, e.g., apartment, hotel]
- Monthly Allowance: [Insert Amount]
- Utilities Coverage: [Specify if included]
- Furnished/Unfurnished: [Specify]

Relocation Assistance:

- Moving Allowance: [Insert Amount]
- Storage Services: [Specify if included]
- Travel Expenses: [Specify Coverage]

Please review the terms outlined above. If you agree to these conditions, kindly sign and return a copy of this letter by [Insert Deadline]. We are committed to supporting your relocation and ensuring a smooth transition into your new role.

Best Regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]