

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

We are pleased to offer you a relocation assistance bonus to support your transition to our office in [New Office Location]. This bonus is intended to help cover the costs associated with your move.

Bonus Details:

- **Bonus Amount:** \$[Amount] (Subject to applicable taxes and withholdings)
- **Payment Date:** [Date of Payment or Pay Period]
- **Payment Method:** [Direct Deposit / Check]

Please note that this bonus is subject to the following conditions: [Insert conditions, e.g., "Should you voluntarily leave the company within 12 months of your start date, the full amount must be repaid"].

We are excited to have you join the team at your new location and look forward to your continued contributions to the company.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I accept the terms of this relocation assistance bonus as outlined above.

Signature: _____ Date: _____