

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you a relocation bonus to assist with your move to [City/Location] in connection with your employment at [Company Name] as [Job Title].

Bonus Amount:

The company will provide a one-time gross relocation bonus of \$[Amount]. This amount is subject to applicable tax withholdings and will be paid in your first regularly scheduled paycheck following your start date.

Terms and Conditions:

- This bonus is intended to cover expenses such as moving services, travel, temporary housing, and other costs associated with your relocation.
- By accepting this bonus, you agree that if you voluntarily terminate your employment or are terminated for cause within [Number] months of your start date, you will be required to repay the full amount of the relocation bonus to the company.

This offer is contingent upon your acceptance of the formal employment offer and the successful completion of all pre-employment requirements.

To accept this relocation agreement, please sign and return this letter by [Date].

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____