

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

[Date]

[Employee Name]  
[Employee ID]  
[Current Address]

**Subject: Relocation Assistance Package - [New Office Location]**

Dear [Employee Name],

Following the confirmation of your transfer to the position of [New Job Title] at our [New City/Office] location, we are pleased to offer you the following relocation assistance package to support your transition.

**1. Relocation Allowance**

The company will provide a one-time relocation allowance of \$[Amount]. This amount is intended to cover miscellaneous expenses and will be paid in your first payroll cycle following your start date at the new location.

**2. Moving Expenses**

[Company Name] will reimburse up to \$[Amount] for professional moving services, including the packing, shipping, and insurance of household goods. Please provide original receipts for reimbursement.

**3. Travel and Temporary Housing**

The company will cover the cost of one-way travel for you and your immediate family. Additionally, we will provide up to [Number] days of temporary housing at [Location/Type of Housing] while you secure permanent residency.

**4. Home Search Assistance**

You are eligible for [Number] paid days off to visit [New City] for the purpose of finding a new home. Reasonable travel and lodging expenses for this trip will be reimbursed.

**Conditions of Assistance**

Please note that these relocation benefits are subject to the company's Relocation Policy. Should you voluntarily resign from the company within [Number] months of your transfer date, you will be required to repay the relocation expenses on a pro-rata basis.

To accept this relocation package, please sign and return a copy of this letter by [Date].

We look forward to your continued success in [New City].

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

**Employee Acceptance:**

I accept the relocation assistance package as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_