

[Date]

[Executive Name]

[Current Address]

[City, State, Zip Code]

Subject: Relocation Compensation Agreement

Dear [Executive Name],

This letter outlines the relocation compensation package offered by [Company Name] in connection with your transition to the position of [Job Title] in [New City/Office Location].

To assist with your relocation, the company provides the following benefits:

- **Relocation Allowance:** A one-time lump sum payment of \$[Amount], subject to applicable taxes, to cover incidental moving expenses.
- **Moving Services:** Full reimbursement or direct billing for the packing and shipment of household goods via our preferred vendor.
- **Temporary Housing:** Provision of corporate housing or a monthly stipend of \$[Amount] for a period of up to [Number] days.
- **Travel Expenses:** Reimbursement for final transit travel for you and your immediate family, including airfare and ground transportation.
- **Home Sale/Lease Assistance:** [Detail any assistance regarding real estate commissions or lease breakage fees].

Repayment Agreement:

In the event that you voluntarily resign from [Company Name] or are terminated for cause within [Number] months of your start date, you agree to repay the gross amount of all relocation expenses paid or reimbursed by the company on a pro-rata basis.

Please indicate your acceptance of these terms by signing below and returning this letter by [Date].

Sincerely,

[Name of HR Director/CEO]

[Title]

[Company Name]

Accepted by:

[Executive Signature]

[Date]