

[Date]

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

**Subject: Domestic Relocation Expense Reimbursement**

Dear [Employee Name],

In connection with your relocation to [New Work Location] effective [Start Date], [Company Name] is pleased to confirm the terms of your relocation expense reimbursement.

The company will provide reimbursement for the following eligible expenses, up to a maximum total of \$[Amount]:

- Household goods moving and storage costs
- Travel expenses for you and your immediate family (airfare or mileage)
- Temporary lodging for up to [Number] days
- Final move transportation and meals
- [Additional Expense Item]

To receive reimbursement, you must submit an itemized expense report through [System/Method] along with all original receipts. All requests must be submitted within [Number] days of the expense being incurred.

Please note that according to IRS regulations, relocation reimbursements are considered taxable income and will be subject to applicable supplemental tax withholdings. [Optional: The company will/will not provide a tax gross-up for these expenses.]

By signing below, you acknowledge that should you voluntarily resign or be terminated for cause within [Number] months of your start date, you agree to repay [Percentage]% of the total relocation benefits received.

Congratulations on your new role. We look forward to your successful transition.

Sincerely,

[Manager Name/HR Representative]  
[Title]  
[Company Name]

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**Employee Acknowledgment:**

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