

[Company Letterhead / Logo]

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Approval of Temporary Relocation Stipend

Dear [Employee Name],

We are pleased to inform you that your request for a temporary relocation stipend has been approved in connection with your temporary assignment to [Location Name], effective from [Start Date] to [End Date].

The details of your stipend are as follows:

- **Stipend Amount:** \$[Amount]
- **Payment Frequency:** [e.g., One-time / Monthly]
- **First Payment Date:** [Date]
- **Purpose:** To cover temporary housing, transportation, and incidental living expenses.

Please note that this stipend is considered taxable income and will be subject to applicable local and federal withholdings. This payment is specifically tied to the duration of your temporary assignment; should the assignment end earlier than scheduled, the stipend will be prorated or discontinued accordingly.

All other terms and conditions of your employment contract remain unchanged. We appreciate your flexibility and commitment to this project.

If you have any questions regarding the disbursement process, please contact the [HR/Payroll] department at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Approving Manager]

[Title]

[Company Name]