

[Date]

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

Dear [Employee Name],

We are pleased to offer you a relocation package to assist with your transition to our office in [New City/Location]. This package is designed to cover the expenses associated with your move, effective [Relocation Date].

The relocation benefits include the following:

- **Moving Services:** The company will cover the cost of packing and transporting your household goods through our approved vendor.
- **Travel Expenses:** Reimbursement for one-way airfare or mileage for you and your immediate family.
- **Temporary Housing:** Up to [Number] days of corporate housing or a lodging stipend.
- **Relocation Stipend:** A one-time lump sum payment of \$[Amount] to cover miscellaneous expenses, payable on your first paycheck after relocation.

Please note that these benefits are subject to the terms outlined in the attached Relocation Policy. Should you voluntarily leave the company within [Number] months of your start date at the new location, you will be required to repay a prorated portion of these relocation costs.

To accept this offer, please sign and return this letter by [Deadline Date].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

**Acceptance:**

I accept the relocation package as described above.

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