

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

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

Subject: Relocation Allowance Authorization

Dear [Employee Name],

We are pleased to confirm that [Company Name] has authorized a relocation allowance to assist with your move to [New Work Location] in connection with your position as [Job Title].

The company has approved a total relocation budget of up to \$[Amount]. This allowance is intended to cover the following expenses:

- Household goods transportation and storage
- Travel expenses for you and your immediate family
- Temporary housing for up to [Number] days
- [Other Approved Expense]

Please note that all original receipts must be submitted to the [Department Name] department by [Deadline Date] for reimbursement. This payment is subject to applicable tax withholdings as per local regulations.

Should you voluntarily leave the company within [Number] months of your start date at the new location, you will be required to repay the full amount of the relocation allowance.

If you have any questions regarding the relocation process, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Sender Signature]

[Sender Name]
[Sender Title]