

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

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. As this role is based in our [Office Location] office, we understand that this requires an out-of-state relocation.

To assist with your transition, [Company Name] is offering you a one-time relocation cash payment of \$[Amount]. This amount is intended to cover expenses such as travel, moving services, and temporary housing. This payment will be issued as a lump sum in your first payroll cycle following your start date.

Please note that this relocation allowance is subject to applicable supplemental tax withholdings. Additionally, should you voluntarily leave the company within [Number] months of your start date, the full amount of this relocation payment must be reimbursed to the company.

This offer is contingent upon your start date of [Start Date]. To accept this offer and the associated relocation terms, please sign and return this letter by [Expiration Date].

We look forward to welcoming you to the team.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the job offer and the terms of the relocation cash payment as outlined above.

Signature: _____ Date: _____