

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Re: Guaranteed Buyout Offer for [Property Address]

Dear [Employee Name],

In connection with your relocation to [New Location] with [Company Name], we are pleased to formally offer you a Guaranteed Buyout Option for your primary residence located at [Property Address].

Based on the average of independent appraisals conducted on [Date], the guaranteed purchase price for your property is **\$[Amount]**.

Terms of the Offer:

- **Marketing Period:** You are encouraged to list your home on the open market for a period of [Number] days to attempt to secure a higher offer.
- **Acceptance Deadline:** This guaranteed offer must be accepted in writing no later than [Date].
- **Closing Date:** If you elect to exercise this option, the transfer of title and equity disbursement will occur on [Date or Event, e.g., your start date].
- **Property Condition:** This offer is contingent upon the property remaining in its current appraised condition until the time of transfer.

If you receive an outside offer that is higher than this guaranteed price, you may be eligible to proceed with an Amended Value Sale. Please consult the Corporate Relocation Policy handbook for specific procedures regarding outside offers.

To accept this offer, please sign and return the attached "Election to Sell" form to the Relocation Department.

We wish you a successful transition to your new role.

Sincerely,

[Signature]

[Name of Relocation Manager]

[Title]

[Company Name]