

[Date]

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

Subject: Authorization to List Property - Employer Sponsored Relocation

Dear [Employee Name],

This letter serves as formal authorization for you to begin the process of listing your primary residence located at [Property Address] for sale, in accordance with the [Company Name] Relocation Policy.

As part of your employer-sponsored transfer to [New Location], [Company Name] has partnered with [Relocation Management Company Name] to assist with your transition. To qualify for relocation benefits and tax-protected status, please adhere to the following requirements:

- **Approved Brokers:** You must select a listing agent from our approved network. Please contact your Relocation Counselor, [Counselor Name], at [Phone/Email] to receive a list of authorized brokers.
- **Exclusion Clause:** Ensure that your listing agreement contains the mandatory "Relocation Exclusion Clause," which allows for the cancellation of the listing should the property be acquired by the relocation company.
- **Market Analysis:** Two independent Broker Market Analyses (BMAs) must be completed before the final list price is established.

Please do not sign any listing agreements or legal documents until they have been reviewed and approved by your Relocation Counselor.

We look forward to a successful transition for you and your family. If you have any questions regarding the listing process or your benefits, please reach out to the Global Mobility Department.

Sincerely,

[Signature]

[Name of Relocation Manager]
[Title]
[Company Name]