

[Your Name]
[Your Employee ID]
[Your Current Department]
[Your Phone Number]
[Your Email Address]

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

RE: Request for Hardship Assistance Regarding Mandatory Relocation

Dear [Name],

I am writing in response to the notification regarding my mandatory relocation to [New Office Location], effective [Date]. While I remain committed to my role at [Company Name], this transition presents significant financial and personal hardships that I am requesting the company to help mitigate.

Currently, I am facing the following challenges related to this move:

- [Financial Hardship: e.g., High cost of living in the new area, lease break penalties, or temporary housing costs]
- [Family Hardship: e.g., Spousal employment loss, childcare transitions, or elderly care obligations]
- [Logistical Hardship: e.g., Immediate moving expenses or specialized medical needs]

In light of these circumstances, I would like to formally request additional assistance beyond the standard relocation package. Specifically, I am requesting consideration for:

- [Specific Request 1: e.g., A one-time relocation stipend or sign-on bonus]
- [Specific Request 2: e.g., Temporary housing allowance for 3 months]
- [Specific Request 3: e.g., A delayed start date or remote work transition period]

I value my position within the company and wish to ensure this transition is successful without causing undue strain on my family and finances. I am available to discuss these items in further detail and can provide supporting documentation regarding these hardships if necessary.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]

[Your Printed Name]