

Current Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Transfer Destination: [Insert New Base/Location]

Subject: Review of Real Estate Assistance Eligibility for Base Transfer

Dear [Employee Name],

This letter is to confirm that we have completed the review of your request for Real Estate Assistance in connection with your upcoming base transfer to [New Location], effective [Transfer Date].

Based on our relocation policy and your current residency status, your eligibility is as follows:

Status: [Approved / Denied / Pending]

Assistance Type: [e.g., Home Sale Assistance, Closing Cost Reimbursement, Home Search Stipend]

Next Steps:

- [Step 1: Submit property appraisal documents]
- [Step 2: Contact the designated relocation counselor at (Phone Number)]
- [Step 3: Upload receipts to the employee portal]

Please note that all reimbursements are subject to the maximum limits defined in the [Company Name] Relocation Handbook. All claims must be submitted within [Number] days of your transfer date.

If you have any questions regarding this review or require further clarification on your benefits, please contact the Relocation Department at [Email Address].

Sincerely,

[Sender Name]

[Title]

[Company Name]