

[Company Letterhead/Logo]

Date: [Date]

To: [Executive Name]

Position: [Job Title]

Employee ID: [ID Number]

RE: AUTHORIZATION OF EXPEDITED RELOCATION FUNDING

Dear [Executive Name],

This letter serves as formal authorization for the immediate disbursement of relocation funds to facilitate your rapid transition to [New City/Office Location]. Due to the expedited timeline of this transfer, the following financial provisions have been approved:

1. Immediate Relocation Allowance: A lump-sum payment of \$[Amount] will be wired to your account by [Date] to cover incidental costs and immediate travel needs.

2. Housing and Temporary Living: The company will provide up to [Number] days of corporate housing. Additionally, a monthly housing bridge stipend of \$[Amount] is authorized for a period of [Number] months.

3. Direct Billing Services: The company has authorized direct billing for the following premium services:

- White-glove household goods packing and air-freight shipment.
- Dedicated relocation concierge and destination services.
- Expedited legal and visa processing (if applicable).

4. Loss on Sale/Lease Break Coverage: [Company Name] will reimburse documented penalties associated with the rapid termination of your current primary residence lease or provide assistance for the expedited sale of your home per the Executive Relocation Policy.

Terms: These funds are provided contingent upon your continued employment. Should you voluntarily resign or be terminated for cause within [Number] months of your start date at the new location, a pro-rated repayment of these expenses will be required.

Please sign below to acknowledge receipt and acceptance of these terms.

Sincerely,

[Authorized Signature]

[Name of HR Director/CFO]

[Company Name]

Acknowledgment:

[Executive Name]

Date: _____