

[Date]

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

Dear [Employee Name],

We are pleased to formally offer you relocation assistance to facilitate your move to [New Office Location] in connection with your role as [Job Title].

To support your transition, [Company Name] will provide the following benefits:

- **Relocation Allowance:** A one-time lump sum payment of \$[Amount] to cover incidental expenses.
- **Moving Services:** Coverage for professional packing and transportation of household goods via [Preferred Vendor].
- **Travel Expenses:** Reimbursement for one-way airfare or mileage for you and your immediate family.
- **Temporary Housing:** Up to [Number] days of corporate housing or a lodging stipend.

This offer is contingent upon your start date of [Start Date] and your agreement to the terms outlined in the attached Relocation Repayment Agreement. Should you voluntarily leave the company within [Number] months of your relocation date, the full amount of the assistance provided must be reimbursed.

Please sign and return this letter by [Deadline Date] to signify your acceptance of this relocation package.

We look forward to your successful transition to the [New City] team.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acceptance:**

I accept the relocation assistance as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_