

[Date]

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

Subject: Relocation Offer and Voluntary Resignation Agreement

Dear [Employee Name],

In connection with our upcoming office transition to [New Location City], [Company Name] is pleased to offer you a relocation buyout package. This offer is designed to assist you in your transition should you choose to relocate, or to provide a voluntary separation package should you choose not to move with the company.

Option 1: Relocation Support

If you choose to relocate and continue your employment at our new location, you will be eligible for:

- A one-time relocation stipend of \$[Amount].
- Reimbursement for moving expenses up to \$[Amount].
- [Other Benefit, e.g., Temporary Housing Assistance].

Option 2: Voluntary Buyout

If you choose not to relocate, [Company Name] offers the following voluntary separation package:

- A lump-sum severance payment of \$[Amount], equivalent to [Number] weeks of pay.
- Payment for all accrued but unused PTO.
- COBRA health insurance premiums covered by the company for [Number] months.

Important Dates:

- Deadline to accept this offer: [Date]
- Effective relocation/separation date: [Date]

This offer is contingent upon the signing of a standard Release of Claims agreement. Please review the attached documents for full terms and conditions.

We value your contribution to the team and hope you will continue your journey with us in [New Location City]. If you have any questions, please contact [HR Contact Name] at [Email/Phone].

Sincerely,

[Signature]
[Name of Executive/HR Manager]

[Title]

[Company Name]