

[Your Company Name]
[Address]
[City, State, Zip Code]
[Email]
[Phone Number]

[Date]

[Partner Company Name]
[Contact Person Name]
[Address]
[City, State, Zip Code]

RE: Corporate Relocation Partnership Agreement

Dear [Contact Person Name],

This letter serves as a formal agreement between [Your Company Name] and [Partner Company Name] regarding the provision of relocation services for our employees. The purpose of this partnership is to ensure a seamless transition for staff members relocating for business purposes.

1. Scope of Services

[Partner Company Name] agrees to provide the following services:

- Household goods transportation and storage.
- Home search and temporary housing assistance.
- Orientation and settling-in services.
- Visa and immigration support (if applicable).

2. Pricing and Payment

Services will be billed according to the agreed-upon rate schedule attached to this document. Invoices shall be submitted by [Partner Company Name] upon completion of each relocation phase and are payable within [Number] days of receipt.

3. Term and Termination

This agreement shall commence on [Start Date] and remain in effect for a period of [Duration]. Either party may terminate this agreement with [Number] days' written notice.

4. Confidentiality

Both parties agree to maintain the confidentiality of all employee data and proprietary business information shared during the course of this partnership.

Please indicate your acceptance of these terms by signing below and returning a copy of this letter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Accepted and Agreed:

[Authorized Representative Signature]
[Title]
[Date]