

[Date]

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

Subject: Adjusted Relocation Package Offer

Dear [Employee Name],

Following our recent discussions regarding your upcoming relocation to [New Location City], we are pleased to provide you with this adjusted relocation package offer. This letter supersedes any previous relocation agreements dated [Date of Previous Offer].

Based on the updated requirements of your move, the following adjustments have been made to your relocation assistance:

- **Relocation Allowance:** You will receive a one-time lump sum payment of \$[Amount] to cover incidental expenses.
- **Moving Services:** [Company Name] will cover the direct costs of household goods transportation up to a maximum of \$[Amount] through our preferred vendor.
- **Travel Expenses:** Reimbursement for final move travel, including airfare or mileage and lodging for [Number] days.
- **Temporary Housing:** Provision of corporate housing or a housing stipend for a period of [Number] days.
- **Additional Adjustments:** [Detail any other specific changes, e.g., storage costs, lease cancellation fees, or tax gross-up].

All other terms and conditions of your employment remain unchanged. Please note that these benefits are subject to applicable tax withholdings as per local regulations.

To accept this adjusted offer, please sign and return a copy of this letter by [Deadline Date].

We are excited about your transition to the [New Location] office and are committed to making this move as smooth as possible.

Sincerely,

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

Acknowledgment and Acceptance:

I accept the adjusted relocation package as outlined above.

Signature: _____ Date: _____