

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

Subject: Relocation Allowance and Logistics Agreement

Dear [Employee Name],

We are pleased to confirm the relocation assistance being provided for your move to [New Location/Office] in connection with your role as [Job Title]. This letter outlines the financial allowance and logistical support available to you.

1. Relocation Allowance

The company will provide a one-time relocation allowance of \$[Amount]. This amount will be paid via [payroll/direct deposit] on [Date/Pay Cycle]. Please note that this payment is subject to applicable tax withholdings.

2. Logistical Support

The company has authorized the following logistical services:

- [e.g., Household goods shipment via Approved Vendor]
- [e.g., Up to 30 days of temporary housing]
- [e.g., One-way airfare for employee and immediate family]

3. Expense Reimbursement

For any additional covered expenses, please submit original receipts and an expense report to the [HR/Finance] department no later than [Number] days after your start date.

4. Repayment Agreement

Should you voluntarily resign from the company or be terminated for cause within [Number] months of your start date, you agree to repay the relocation allowance and any logistics costs incurred by the company on a pro-rata basis.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

[Sender Name]
[Sender Title]

Employee Acknowledgment:

I accept the relocation terms as outlined above.

Signature: _____ Date: _____