

ADDENDUM TO OFFER LETTER: RELOCATION ASSISTANCE

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Job Title]

This document serves as an addendum to the offer letter dated [Insert Date of Original Offer]. This addendum outlines the specific terms and conditions of the relocation assistance provided by [Insert Company Name] for your move from [Insert Current City/State] to [Insert New City/State].

1. Relocation Allowance

The Company will provide a relocation package totaling [Insert Amount]. This will be provided as: [Insert "a lump sum payment" OR "reimbursement for actual expenses up to the limit"].

2. Covered Expenses

Eligible expenses include:

- Household goods transportation and insurance.
- Travel expenses for a one-way trip to the new location (airfare or mileage).
- Temporary housing for up to [Insert Number] days.
- [Insert Other Eligible Expenses].

3. Repayment Agreement

In the event that you voluntarily terminate your employment or are terminated for cause within [Insert Number, e.g., 12] months of your start date, you agree to repay the Company [Insert percentage, e.g., 100%] of the relocation costs paid on your behalf.

4. Tax Responsibility

Relocation benefits may be considered taxable income under applicable laws. The Company will [Insert "gross-up" OR "not gross-up"] these payments for tax purposes.

5. Documentation

All reimbursement requests must be submitted with valid receipts within [Insert Number] days of the expense being incurred.

By signing below, you acknowledge and agree to the terms of this relocation addendum.

Company Representative Signature

Employee Signature

Date