

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Welcome to [Company Name]! We are thrilled to have you join our team as [Job Title]. We look forward to your start date on [Start Date].

To support your transition to [Office Location], we are pleased to provide you with a relocation assistance package. This package is designed to help cover the costs associated with your move and ensure a smooth start with us.

Your relocation assistance includes the following:

- **Relocation Stipend:** A one-time gross payment of \$[Amount] to be paid on [Date/First Paycheck].
- **Moving Services:** Coverage for professional moving services up to \$[Amount].
- **Temporary Housing:** Provision of corporate housing or a housing allowance for [Number] days.
- **Travel Expenses:** Reimbursement for final transit travel (flights or mileage) for you and your immediate family.

Please find the detailed Relocation Policy attached to this letter, which outlines the reimbursement process and eligible expenses. Our relocation coordinator, [Name], will contact you shortly to assist with the logistics.

If you have any questions regarding your move or your first day, please feel free to reach out to [HR Contact Name] at [Email/Phone Number].

We are excited to see the impact you will make here at [Company Name]. Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]