

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

[Date]

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

**Subject: Relocation Assistance Agreement**

Dear [Employee Name],

We are pleased to confirm our offer of relocation assistance to facilitate your transfer to our [New Office Location] office. This agreement outlines the terms and conditions of the financial support [Company Name] will provide for your move.

**1. Relocation Benefits**

The Company agrees to provide the following assistance (check all that apply):

- A one-time lump sum payment of \$[Amount] for miscellaneous expenses.
- Reimbursement for actual moving truck/transportation costs up to \$[Amount].
- Coverage for airfare or mileage for one-way travel to the new location.
- Temporary housing allowance for [Number] days.

**2. Reimbursement Process**

To receive reimbursement, you must submit all original receipts and a signed expense report within [Number] days of your relocation date.

**3. Repayment Provision**

In the event that you voluntarily resign from [Company Name] or are terminated for cause within [Number] months of your start date at the new location, you agree to repay the relocation assistance on a pro-rated basis as follows:

- 100% repayment if leaving within 0-6 months.
- 50% repayment if leaving within 7-12 months.

**4. Taxes**

You acknowledge that relocation payments may be considered taxable income under federal and state law. The Company will withhold taxes as required by law unless otherwise specified.

By signing below, you acknowledge that you have read, understood, and agreed to the terms of this Relocation Assistance Agreement.

**Accepted by:**

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[Employee Signature]

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[Date]

**Approved by (Company Representative):**

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[Name and Title]