

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

[Date]

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

Dear [Candidate Name],

We are pleased to offer you a relocation assistance package to support your move to [City/Location] for your role as [Job Title] with [Company Name].

This relocation package includes the following benefits:

- **Relocation Allowance:** A one-time gross payment of \$[Amount] to cover miscellaneous moving expenses.
- **Moving Services:** Direct payment or reimbursement for professional moving services up to \$[Amount].
- **Travel Expenses:** Reimbursement for travel costs for you and your immediate family, including airfare or mileage.
- **Temporary Housing:** Provision of corporate housing or a lodging stipend for a period of [Number] days.

Please note that these benefits are subject to the following conditions:

- All expenses must be submitted with valid receipts within [Number] days of the move.
- This package is subject to a repayment agreement if you voluntarily leave the company within [Number] months of your start date.

To accept this relocation offer, please sign and return this letter by [Date].

Sincerely,

[Name of Sender]  
[Title]  
[Company Name]

---

**Acceptance:**

I, [Candidate Name], accept the relocation package as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_