

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

[Date]

[Employee Name]
[Employee Address]

Subject: Relocation Assistance Benefit Offer

Dear [Employee Name],

We are pleased to offer you a relocation assistance package to support your transition to our office in [New City/Location]. This benefit is provided to help cover the costs associated with your move, effective [Start Date].

Your relocation package includes the following benefits:

- **Relocation Stipend:** A one-time gross payment of \$[Amount] to cover miscellaneous moving expenses.
- **Moving Services:** Reimbursement for professional moving company fees up to a maximum of \$[Amount].
- **Travel Expenses:** Coverage for airfare or mileage and lodging for your final trip to the new location.
- **Temporary Housing:** Up to [Number] days of temporary housing assistance if needed.

Please note that all reimbursements require original receipts and must be submitted through the company expense portal by [Deadline Date]. All relocation benefits are subject to applicable tax withholdings as per local regulations.

To accept this relocation package, please sign and return this letter by [Acceptance Deadline].

If you have any questions regarding these benefits, please contact [HR Representative Name] at [Phone/Email].

Sincerely,

[Signature]

[Name of Sender]
[Title]

Employee Acceptance:

I accept the relocation assistance package as outlined above.

Signature: _____ Date: _____