[Date]

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

Subject: Relocation Assistance and Support Offer

Dear [Employee Name],

We are pleased to confirm your transfer to our office located in [New City, State]. To support your transition, [Company Name] is providing the following relocation assistance package:

- **Relocation Allowance:** A one-time lump sum payment of $[Amount] to cover incidental expenses.
- **Moving Expenses:** Reimbursement for professional moving services for household goods up to $[Amount].
- **Travel Costs:** Coverage for airfare or mileage for you and your immediate family to the new location.
- **Temporary Housing:** Provision of corporate housing or a lodging stipend for up to [Number] days.
- **Home Search:** [Number] days of paid leave to conduct house-hunting trips.

To initiate these services, please contact [Relocation Coordinator Name] at [Phone Number/Email] by [Date]. You will be required to submit all original receipts for reimbursement within [Number] days of your move.

Please note that this assistance is subject to the terms of our corporate relocation policy, which includes a repayment agreement should you voluntarily leave the company within [Number] months of your start date at the new location.

We are excited about your new role and are committed to making this transition as smooth as possible.

Sincerely,

[Your Name]
[Your Title]
[Company Name]