

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Undertaking for Relocation

We are pleased to inform you that your request for relocation has been approved. This letter serves as a formal undertaking regarding your move to [New Location] under the terms and conditions outlined below:

1. **\*\*Relocation Date:\*\*** Your relocation is scheduled for [Date].
2. **\*\*Relocation Assistance:\*\*** [Details of the assistance being provided, e.g., moving expenses, temporary accommodation, etc.].
3. **\*\*Employment Continuity:\*\*** Your employment with [Company Name] will continue without interruption during and after your relocation.
4. **\*\*Repayment Clause:\*\*** Should you choose to terminate your employment within [specified period] after relocation, you agree to repay [Company Name] the relocation assistance provided.
5. **\*\*Acknowledgment:\*\*** Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

We are excited about your move and believe this change will benefit both you and the organization. If you have any questions, please do not hesitate to contact [HR/Manager's Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Employee Signature] \_\_\_\_\_ Date: \_\_\_\_\_

[Employee Printed Name] \_\_\_\_\_